

# BOARD OF SUPERVISORS

## Brown County



305 E. WALNUT STREET

P.O. BOX 23600

GREEN BAY, WISCONSIN 54305-3600

PHONE (920) 448-4015 FAX (920) 448-6221

E-mail [bc\\_county\\_board@co.brown.wi.us](mailto:bc_county_board@co.brown.wi.us)

### EXECUTIVE COMMITTEE

Mary Scray, Chair

### EXECUTIVE COMMITTEE

Wednesday, July 7, 2010

6:30 p.m.

Room 200, Northern Building  
305 E. Walnut Street

- I. Call meeting to order.
- II. Approve/modify agenda.
- III. Approve/modify minutes of June 7, 2010 and Special Executive Committee June 16, 2010.

### Communications

1. Communication from Supervisor Fewell re: Request to hire a Human Resources Director. *Held for one month.*
2. Communication from Supervisor Scray re: All departments work with Human Resources to present specifics when applying for a "Request to Fill Position". *Referred from June County Board.*
3. Communication from Supervisor Theisen re: Brown County Board to consider a contribution of \$25,000 to LZ Lambeau. *Referred from June County Board.*
4. Communication from Supervisor Erickson re: To create a form that all departments use when requesting to fill a position. *Referred from June County Board.*

### Legal Bills

5. Review and Possible Action on Legal Bills to be paid.
6. Review and Possible Action on Employee Meal Reimbursements for Out of County Travel.

### Reports

7. County Executive Report.
  - a. Presentation by Executive Director of WCA Mark O'Connell.
  - b. Budget Status Financial Report for May 2010.
8. Internal Auditor Report.
  - a. Benefits of WCA and NACo Memberships.
  - b. Update on Human Services Audit Committee Update.
  - c. Update on Human Resources Audit.
  - d. Budget Status Financial Report for May 2010.
  - e. Proposal from Schenck SC for 2010 and 2011 External Audits.
  - f. Other.

- g. Closed Session: Pursuant to Wis. Stats. § 19.85(1)(e) for the purpose of conducting other specified public business whenever competitive or bargaining reasons require a closed session. Safari Restaurant
- 9. Labor Negotiator Report.
- 10. Board Attorney Report.

**Standing Item**

- 11. Review Brown County requirements of ID when applying for any Social Services from the County.

**Request to Fill Positions**

- 12. Director of Community Services – Human Services.
- 13. Social Worker/Case Manager (Child Protection Disposition) – Human Services.
- 14. Housekeeper – Library.

**Resolution, Ordinances**

- 15. Ordinance to Amend Chapter 2 of the Brown County Code entitled “County Board of Supervisors.” *Referred back from June County Board.*
- 16. Resolution re: Mandatory Furlough of Unrepresented Brown County Employees.
- 17. Resolution re: Reclassification of Secretary III Court Commissioner’s Office. *Public Safety*
- 18. Closed Session: Pursuant to Wis. Stats. § 19.85(1)(e) to deliberate or negotiate the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. Sheriff’s Department
- 19. Closed Session: For the purpose of deliberating whenever competitive or bargaining reasons require a closed session pursuant to Wisconsin State Statute 19.85(1)(e). (Labor Negotiations)

**Other**

- 20. Such other matters as authorized by law.

Mary Scray, Chair

Notice is hereby given that action by the Committee may be taken on any of the items, which are described or listed in this agenda.

Please take notice that it is possible additional members of the Board of Supervisors may attend this meeting, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda.

## **PROCEEDINGS OF THE BROWN COUNTY EXECUTIVE COMMITTEE**

Pursuant to Section 18.94 Wis. Stats., a regular meeting of the **Brown County Executive Committee** was held on Monday, June 7, 2010 in Room 200 of the Northern Building – 305 East Walnut Street, Green Bay, Wisconsin

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**Present:** Mary Scray, Chair, Jesse Brunette, Tom DeWane, Bernie Erickson, Pat Evans, Tom Lund, Guy Zima  
**Also Present:** Tom Hinz, Fred Mohr, Don Vanderkelen, Sara Perrizo, Debbie Klarkowski, Shelly Nackers, Bill Bosiacki, Sunny Archambault, Rebecca Lindner, Julie Duquaine, Chuck Larscheid. Supervisors Andrews, Tumpach. Other Interested Parties, News Media.

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**I. Call Meeting to Order:**

The meeting was called to order Chair Mary Scray at 6:30 p.m.

**II. Approve/Modify Agenda:**

**Motion made by Supervisor Lund and seconded by Supervisor Erickson to move item #9 after item #16. MOTION APPROVED UNANIMOUSLY**

**III. Approve/Modify Minutes of May 10, 2010:**

**Motion made by Supervisor Erickson and seconded by Supervisor Lund to approve. MOTION APPROVED UNANIMOUSLY**

**1. Communication from Supervisor Lund – Look at the idea of establishing an ad hoc committee to examine possible sites for the Sheriff's department.**

Supervisor Lund stated that he had spoken with a couple real estate agents and they had stated that there were a lot of dilapidated or underused properties on the west side of Green Bay that could be potential sites for the Sheriff's department. He felt that there are a lot of experts in the field that would give up their time for a short while to investigate and give the county more leads on properties that are available. Lund would like to see the Sheriff's department stay close to Green Bay and possibly near the highway. He suggested putting a notice in the paper looking for people who are interested such as realtors, private party, developers, etc. He thought that they could receive grants to remove old buildings and bring the property up to a better value which would help the properties around it.

Scray responded that she agreed with Lund's idea of looking at other properties and noted that she had spoken to Brown County's Buyer's Agent Joe VanDeurzen. He had explained to her that he had been looking at other properties as well. This issue had also been brought up at the Facility Master Plan Sub-Committee.

Supervisor Evans suggested amending the motion to forward the request to look at other outlined properties to Mr. VanDeurzen as well.

Supervisor Andrews asked Attorney Mohr that if they moved forward, would it be in any way a conflict with the buyer's agreement in which Mohr replied, no. Lund interjected that people are willing to give information to help out the county without having to negotiate things on this.

**Motion made by Supervisor Erickson and seconded by Supervisor Lund to forward**

**this to the Facility Master Plan Sub-Committee and Brown County Buyer's Agent Joe VanDeurzen with the recommendation that they look at other outlined properties. MOTION APPROVED UNANIMOUSLY**

*Supervisor Zima arrived at 6:37 p.m.*

**2. Communication from Supervisor Fewell – Request to hire a Human Resources Director.**

**Motion made by Supervisor Lund and seconded by Supervisor Erickson to receive and place on file.**

Supervisor Zima suggested that out of respect for Supervisor Fewell, to hold this communication for one month. Lund felt that if Fewell did not contact Chair Scray to let her know that he was unable to attend Fewell could come forward with another communication. He noted that it had been addressed that if someone puts in a communication, they should be attending the meetings. Zima explained that Fewell had come forward to the Administration committee and made comments that he felt needed to be addressed. Attorney Mohr informed that he had done some preparation on this issue but after further discussions the committee decided it was important for Fewell to be available and to hold for one month.

Chair Scray stated that she could follow up with Fewell and if he would like this brought forward they could bring it back but if not this could be included in Attorney Mohr's report next month.

**Motion made by Supervisor Zima and seconded by Supervisor Evans to hold for one month. MOTION APPROVED UNANIMOUSLY**

**3. Communication from Supervisor Scray re: With fears of revenue from State and Federal sources being cut, I am asking each Department Head to decide ahead of time where they could cut another 10%, if needed, while doing their budget process. This may include mandated services that department heads feel are not beneficial to County and the penalties are not severe.**

Chair Scray stated that she was working with Executive Hinz on this but at this point she is asking that all department heads come to their standing committees two months prior to budget with a list of items in an order of what they would have to cut if there were shortfalls coming from the state and/or federal government up to 10%. This can include mandated services but the penalties, if they are not being performed, must be included. Scray stated that she had been working with Attorney Mohr on finding information regarding penalties but felt that department heads should know best within their departments on what they are. Scray would like penalty information passed on to Corporation Counsel.

Zima felt that this communication was to attempt to do a preemptive strike in a sense of looking at priorities long before the budget comes, in case the county is turned down in revenues. He felt the economy is not improving and the recession doesn't seem to be over. Zima felt this information could be provided as soon as August. This is to get a discussion going because the Boards priorities might not be the same as the department heads priorities. Zima felt that Corporation Counsel should be the ones to look at mandates, penalties, legal obligations, etc, not Attorney Mohr. He wanted it understood that they were talking about 10% reduction in levy costs. From a policy point of view, he is not asking to cut 10%, just asking departments what they would cut if they had to.

Evans stated that he would support the motion but the word "cut" makes him nervous. What he would like to see, which he will ask on the Human Services side, is a list of priorities. What Evans looks at at budget time are the services items that are provided for the people of Brown County and what are the department's priorities, needs, wants, etc. This would allow for the Board to make an appropriate budget decision. He didn't feel it was a difficult task, he appreciates that the County Executive puts together the budget but he sees this exercise as the County Board are the ones that establish the budget. The Board determines where the funds are going to be appropriated.

Andrews would like a history of what had been done in the past. A better understanding of what had been cut and how the departments are doing after the fact.

**Motion made by Supervisor Scray and seconded by Supervisor Zima to ask that all department heads come to their standing committees prior to the August County Board with a list of items in an order of what they would cut if there were shortfalls coming from the State and/or Federal Government up to 10%. MOTION APPROVED UNANIMOUSLY**

**Appointments by Executive Committee**

**4. Request for Members for the Legislative Sub Committee for 2010-2012 Session.**

Scray stated she was looking for Supervisors to contact her if they want to be appointed to the committee. Supervisors Fleck and Erickson were currently on. Supervisor Andrews stated that she would like to be included.

**Motion made by Supervisor Zima and seconded by Supervisor Evans to receive and place on file. MOTION APPROVED UNANIMOUSLY**

**Legal Bills**

**5. Review and Possible Action on Legal Bills to be paid.**

**Motion made by Supervisor Zima and seconded by Supervisor Brunette to approve. Vote taken.**

**Ayes: 5 (Scray, Brunette, Erickson, Lund, Zima);**

**Abstain: 1 (Evans);**

**Absent: 1 (DeWane). MOTION APPROVED**

**Reports**

**6. County Executive Report.**

**a. Budget Status Financial Report for April 2010.**

**Motion made by Supervisor Zima and seconded by Supervisor Lund to receive and place on file. MOTION APPROVED UNANIMOUSLY**

**7. Internal Auditor Report.**

**a. Budget Status Financial Report for April 2010.**

Scray requested to have Internal Auditor Sara Perrizo get a list of benefits received from the Wisconsin Counties Association and have it included in her report next month.

**Motion made by Supervisor Zima and seconded by Supervisor Erickson to receive and place on file. MOTION APPROVED UNANIMOUSLY**

**b. Human Services Audit Committee Update.**

Perrizo informed that she was asked to be a part of an internal audit committee in the Human Services department to handle recommendations they received from a preliminary audit in December. She is meeting with them biweekly and feels that by asking her she felt they were being proactive vs. reactive which is pleasing. Perrizo stated she will give an update monthly.

**Motion made by Supervisor Lund and seconded by Supervisor Erickson to receive and place on file. MOTION APPROVED UNANIMOUSLY**

**c. Update on Human Resources Audit.**

Perrizo stated she is meeting monthly with staff and she periodically receives updated procedures from them. Instead of Perrizo going back with a major audit report with recommendations, she is keeping track of the changes they are making based on her recommendations. It is a little in reverse from how it is normally handled because of the magnitude of it.

**Motion made by Supervisor Zima and seconded by Supervisor Erickson to receive and place on file. MOTION APPROVED UNANIMOUSLY**

**d. Other.**

Zima questioned if everything was good at the golf course, Perrizo responded that it was but she will follow up and report back next month. Supervisor Brunette reported that at the last Education and Recreation Committee meeting it was reported that the Steakhouse totals were right on and reported pretty consistent.

**#7e External Audit Contract Proposed Fees for 2010-2011**

Discussions ensued with regards to other firms and/or asking the current firm to work with a different lead auditor. Perrizo stated that she would be willing to go out for an RFP but typically for the first year with a new firm the costs are more because they have start up fees. Schenck knows the Counties books and she felt that there were always learning curves when dealing with a new firm. Perrizo felt these were reasonable prices and didn't know if they would get anyone lower.

**Motion made by Supervisor Zima and seconded by Supervisor Evans to refer back to Internal Auditor to negotiate the \$0 increase for 2010 and a \$1,000 increase in 2011. MOTION APPROVED UNANIMOUSLY**

**8. Labor Negotiator Report.**

Labor Negotiator Don Vanderkelen stated that his report in public session is that they are following the guidelines that were established for negotiations and maintaining a good faith of bargaining that the law requires.

**Motion made by Supervisor Zima and seconded by Supervisor Lund to receive and place on file. MOTION APPROVED UNANIMOUSLY**

*Although shown in proper format here, item #9 was taken after item #16.*

**9. Board Attorney Report.**

- a. A closed session pursuant to sec. 19.85(1)(9e), Wis. Stats., regarding labor negotiations with represented County employees which require a closed**

*session for competitive or bargaining reasons.*

**Motion made by Supervisor Lund and seconded by Supervisor Erickson to enter into closed session. Vote taken. Roll Call: Lund, Erickson, Scray, Zima, De Wane, Evans, Brunette. MOTION APPROVED UNANIMOUSLY**

*The committee entered into closed session at 7:45 p.m.*

**Motion made by Supervisor Lund and seconded by Supervisor Erickson to return to regular order of business. Vote taken. Roll Call: Lund, Erickson, Scray, Zima, De Wane, Evans, Brunette. MOTION APPROVED UNANIMOUSLY**

*No action was taken once the committee came out of closed session.*

*The committee adjourned at this time.*

b. **Status Report on State-mandated Services. No discussion held.**

**Motion made by Supervisor Lund and seconded by Supervisor Zima to receive and place on file. MOTION APPROVED UNANIMOUSLY**

c. **Discussion and Approval or Amendment to the 2008 Service Agreement between Oneida Tribe of Indians of Wisconsin and Brown County.**

Board Attorney Fred Mohr briefly explained the two changes in the agreement that Assistant Corporation Counsel Rebecca Lindner worked directly on. The first change would be how Brown County is paid when moving land into trust. Under build agreement it was prorated. They agreed to pay for the full year regardless. It's a benefit to the county because it generates more revenue. The second change was a tweak in the language on services that they are going to provide such as zoning. Oneida will have their own zoning laws but they have to be more restricted than the county laws and they will do their own enforcing which will be reported back to the county. This will also reduce the manpower the county needs to monitor. It's similar to when they took over their own child support enforcement; it took the work burden off our department when they assumed the work themselves and freed up time for our staff to work on other cases. In both instances, it results in added revenue to the county or a savings in costs.

**Motion made by Supervisor Evans and seconded by Supervisor Lund to approve. MOTION APPROVED UNANIMOUSLY**

**Request to Fill Positions**

10. **Request to Fill Vacancy: Economic Support Specialist – Human Services.**

Supervisor Scray had questions about the Economic Support Specialist being almost fully funded by State Income Maintenance and Child Care Funding. Klarkowski replied that the position has already been budgeted for and if any of the salary is offset by state or federal funding the position would not be included in a fiscal impact calculation.

**Motion made by Supervisor Evans and seconded by Supervisor Lund to approve. MOTION APPROVED UNANIMOUSLY**

11. **MDS RN – CTC.**

Klarkowski stated that they were supporting the filling of the MDS RN position to keep the CTC in regulatory compliance. Evans questioned whether this was a vacant position. Klarkowski answered that it had been filled on an interim basis; however, the individual

that had held it had accepted another position. Evans then inquired as to whether there is currently a vacant RN position. Klarkowski answered that no, there was not, and that if there had been, it would have been a 24/7 position and would have been automatically approved.

**Motion made by Supervisor Lund and seconded by Supervisor Brunette to approve. MOTION APPROVED UNANIMOUSLY**

12. **Secretary III – Planning.**

Supervisor Scray questioned whether this position is almost entirely funded using non-levy dollars. Klarkowski verified that yes, it is.

**Motion made by Supervisor Erickson and seconded by Supervisor Zima to approve. MOTION APPROVED UNANIMOUSLY**

**Other**

13. **Discussion and possible action re: “Comments from the public regarding agenda items only” on the full County Board agenda.**

Supervisor Zima stated that while he feels the intention in having a time for the public to comment on agenda items is honorable, it has been misused. He suggested that the more appropriate time for comment would be while the agenda item is being discussed by the board. Zima felt that having a separate time set aside for this purpose would only create duplication of statements.

Supervisor Erickson stated that he agreed with Zima's thoughts on this matter. He added that the public is always welcome to speak and that the Planning, Development and Transportation Committee meetings this particular agenda item is never included. However, members of the public are always encouraged to speak as the topics come around. Erickson suggested that there be an area set aside at meetings with a form that could be filled out that would include the person's name, address, and the agenda item they wish to comment on; this could then be used by the board to recognize those wishing to speak at the appropriate time.

Supervisor Lund voiced concerns that the public may interpret the County Board removing this item from the agenda as the board not wanting anyone to speak at the meetings. Zima commented that this issue could be left up to the chairs of Executive Committee and they should do what they think is best. He also added that he did not mean to make a pointed political item out of this issue. Lund agreed that he also would not want that to happen.

Board Attorney Mohr then pointed out that the ordinance does not state that time for the public to speak must be provided. He added that this must have been something the Board added to the agenda on their own.

Supervisor Evans commented that for the Human Services Committee meetings, this item is not always included. He went on to say that when a topic of public interest, such as the wind turbines, is included on a meeting agenda a point is made to include a time for public comment as another agenda item. Evans stated that would support the idea of removing this agenda item, as the public is free to speak while the agenda item that is of interest to them is being discussed by the board.

Supervisor Zima suggested making a motion that instead of a specific agenda item setting aside time for public comment that the board agree to open the floor to interested



parties when appropriate. Lund interjected that instead of the agenda item, a notice could be listed in the meeting notes that the public is free to comment on agenda items as they come up. Zima agreed and stated that instead of the agenda item, the floor will be open as it is requested by members of the public wishing to speak. This will be noted at the end of the agendas.

**Motion made by Supervisor Evans and seconded by Supervisor Erickson to receive and place on file. MOTION APPROVED UNANIMOUSLY**

**Resolution, Ordinances**

**14. Resolution re: Change in Table of Organization Aging & Disability Resource Center.**

Supervisor Scray referenced the packet material and stated that an I & A Specialist would capture Medical Assistance revenues of approximately \$65,000 when counseling clients along with grant funds to support the funding of this position. Klarkowski confirmed that the cost of the position would be completely offset by the Medical Assistance revenue. Scray questioned the additional \$6,776 cost if this change were to take place. Klarkowski answered that the Medical Assistance Revenue was not included in the fiscal impact calculations, but would cover the additional cost. Lund questioned if this position would then have zero impact. Klarkowski answered that technically the, I & A Specialist position would be \$6,776 more than the Benefits Assistant position that would be deleted from the ADRC's table of organization; however, this additional cost would be offset by the revenues the Specialist position would capture. Lund then asked if the Specialist position was required in order to earn to Medical Assistance revenues. Klarkowski said that as she understood it, yes.

Supervisor Zima questioned if the I & A Specialist position could be an Administrative position, or if it must be under ADRC. Klarkowski answered that the position must be part of the ADRC in order to collect the Medical Assistance revenue. Zima questioned the increase in salary, Klarkowski stated that this position will allow more flexibility and will assume a broader level of duties than the original position on the table of organization. Also noted in the packet material, Sunny Archambault, ADRC Director informed that this position required a four year degree verses the two year in order to perform Functional Screens.

**Motion made by Supervisor Evans and seconded by Supervisor Lund to approve. MOTION APPROVED UNANIMOUSLY**

**15. Resolution re: Change in Table of Organization Corporation Counsel.**

Klarkowski referred to the packet material and gave a brief summary regarding this item.

**Motion made by Supervisor Zima and seconded by Supervisor Erickson to approve. MOTION APPROVED UNANIMOUSLY**

*Supervisor De Wane arrived at 7:41 p.m.*

**16. Resolution re: Change in Table of Organization Port and Solid Waste.**

Erickson noted that this item was approved at the last Planning, Development & Transportation committee meeting but at the current rate, with no increases, so the fiscal impact was zero.

**Motion made by Supervisor Erickson and seconded by Supervisor Brunette to approve at the current rate with a fiscal impact of zero. MOTION APPROVED UNANIMOUSLY**

*Item #9 was taken at this time.*

**Other**

17. **Such other matters as authorized by law.**

**Motion made by Supervisor Zima and seconded by Brunette to adjourn at 8:25 p.m. MOTION APPROVED UNANIMOUSLY**

Respectfully submitted,

Alicia A. Loehlein  
Recording Secretary

## **PROCEEDINGS OF THE BROWN COUNTY EXECUTIVE COMMITTEE**

Pursuant to Section 18.94 Wis. Stats., a regular meeting of the **Brown County Executive Committee** was held on Wednesday, June 16, 2010 at 6:30 p.m. in Room 210 of City Hall – 100 North Jefferson Street, Green Bay, Wisconsin

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**Present:** Mary Scray, Jesse Brunette, Tom DeWane, Bernie Erickson, Pat Evans, Tom Lund, Guy Zima  
**Also Present:** Supervisors Andrews and Tumpach. Executive Hinz, John Luetscher, Fred Mohr, Ellen Sorenson, Lynn Vanden Langenberg, Sara Perrizo. Other Interested Parties.

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**I. Call Meeting to Order:**

The meeting was called to order Chair Mary Scray at 6:30 p.m.

**II. Approve/Modify Agenda:**

**Motion made by Supervisor Lund and seconded by Supervisor Erickson to approve. MOTION APPROVED UNANIMOUSLY**

*Supervisor Zima arrived at 6:36 p.m.*

**1. Resolution re: Authorizing the Issuance and sale of [\$Principal Amount] General Obligation Promissory Notes, Series 2010A [(Build America Bonds – Direct Payment)]**

Former DOA Lynn Vanden Langenberg introduced Brown County's Bond Financial Advisor and PFM Consultants Brian Della and Dave Anderson, and Bond Counsel Attorney Tom Klancnik. A brief presentation was given, handouts regarding the presentation and final copies of the resolutions were provided (attached) by Director of Administration Ellen Sorenson.

Vanden Langenberg stated that since the bids were open today, the resolutions that were handed out have all the numbers, interest rates, etc. filled in.

**Motion made by Supervisor Evans and seconded by Supervisor Erickson to approve. MOTION APPROVED UNANIMOUSLY**

**2. Resolution re: Authorizing the Issuance and Sale of [\$Principal Amount] Taxable General Obligation Corporate Purpose Bonds, Series 2010B. (Build America Bonds – Direct Payment).**

**Motion made by Supervisor Evans and seconded by Supervisor Lund to approve. MOTION APPROVED UNANIMOUSLY.**

**3. Such other matters as authorized by law.**

**Motion made by Supervisor Evans and seconded by Brunette to adjourn at 6:38 p.m. MOTION APPROVED UNANIMOUSLY**

Respectfully submitted,

Alicia A. Loehlein  
Recording Secretary



In Account With

**FREDERICK J. MOHR** LLC

ATTORNEY AT LAW

414 East Walnut Street, Suite 101, P.O. Box 1015, Green Bay, WI 54305-1015

Tel: (920) 437-5441 Fax: (920) 437-5443

**RECEIVED**

JUN 02 2010

Human Resources

BROWN COUNTY  
C/O DEBBIE KLARKOWSKI  
PO BOX 23600  
GREEN BAY WI 54305-3600

Page: 1  
May 31, 2010  
Account No: 2646M

Miscellaneous

\$39.00

\$39.00

Interest accrues at the rate of 1% per month on all balances over 30 days.

In Account With

**FREDERICK J. MOHR** LLC

ATTORNEY AT LAW

414 East Walnut Street, Suite 101, P.O. Box 1015, Green Bay, WI 54305-1015

Tel: (920) 437-5441 Fax: (920) 437-5443

BROWN COUNTY  
C/O DEBBIE KLARKOWSKI  
PO BOX 23600  
GREEN BAY WI 54305-3600

Page: 1  
May 31, 2010  
Account No: 2646-5M  
Statement No: 4711

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Miscellaneous

	Hours	
Attention to Letter from Lamers	0.20	39.00
	<u>0.20</u>	<u>39.00</u>
For Current Services Rendered	0.20	39.00
Total Current Work		39.00
Balance Due		<u><u>\$39.00</u></u>

Interest accrues at the rate of 1% per month on all balances over 30 days.

In Account With

**FREDERICK J. MOHR** LLC

ATTORNEY AT LAW

414 East Walnut Street, Suite 101, P.O. Box 1015, Green Bay, WI 54305-1015

Tel: (920) 437-5441 Fax: (920) 437-5443

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JUN 03 2010

Human Resources

BROWN COUNTY HUMAN RESOURCES  
C/O KAY LENZEN  
305 EAST WALNUT STREET  
GREEN BAY WI 54301

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May 31, 2010  
Account No: 2647M

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Correction Officers	\$1,189.50
Bilgo	\$390.00
Sheriff's Dept. (Van Lanen)	\$3,334.50
Teamsters	\$585.00
Electricians	\$234.00
Library	\$370.50
	<hr/>
	\$6,103.50
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Interest accrues at the rate of 1% per month on all balances over 30 days.

In Account With

**FREDERICK J. MOHR** LLC

ATTORNEY AT LAW

414 East Walnut Street, Suite 101, P.O. Box 1015, Green Bay, WI 54305-1015

Tel: (920) 437-5441 Fax: (920) 437-5443

BROWN COUNTY HUMAN RESOURCES  
C/O KAY LENZEN  
305 EAST WALNUT STREET  
GREEN BAY WI 54301

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May 31, 2010  
Account No: 2647-0M  
Statement No: 4734

Correction Officers

Previous Balance		\$156.00
	Hours	
Attention to Letter from Kirchman	0.20	39.00
Preparation for Arbitration	0.50	97.50
Letter to Kirchman	0.20	39.00
Letter to Debbie	0.20	39.00
Preparation for Arbitration	1.40	273.00
Attendance at Arbitration	1.40	273.00
Telephone Conference with Kirchman	0.20	39.00
Attention to Letter from Arbitrator	0.20	39.00
Letter to Arbitrator	0.20	39.00
Attention to Letter from Kirchman	0.20	39.00
Telephone Conference with Kirchman	0.20	39.00
Attention to Letter from Kirchman	0.20	39.00
Attention to Letter from Arbitrator	0.20	39.00
For Current Services Rendered	5.30	1,033.50
Total Current Work		1,033.50
Balance Due		\$1,189.50

5



In Account With

**FREDERICK J. MOHR** LLC

ATTORNEY AT LAW

414 East Walnut Street, Suite 101, P.O. Box 1015, Green Bay, WI 54305-1015

Tel: (920) 437-5441 Fax: (920) 437-5443

BROWN COUNTY HUMAN RESOURCES

Bilgo

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May 31, 2010

Account No: 2647-3M

Statement No: 4734

	Hours	
Telephone Conference with Attorney Cermele	0.20	39.00
Telephone Conference with Attorney Cermele	0.20	39.00
Letter to Gossage	0.20	39.00
Attention to Letter from Attorney Cermele	0.20	39.00
Telephone Conference with Gossage	0.20	39.00
Attention to Letter from Gossage	0.20	39.00
Attention to Letter from Arbitrator	0.20	39.00
Telephone Conference with Gossage	0.20	39.00
Letter to Arbitrator	0.20	39.00
Attention to Letter from Attorney Cermele	0.20	39.00
For Current Services Rendered	2.00	390.00
Total Current Work		390.00
Balance Due		\$390.00

Account No: 2647-4M  
Statement No: 4734

Sheriff's Dept. (Van Lanen)

Previous Balance \$1,735.50

	Hours	
Telephone Conference with Attorney Cermele	0.20	39.00
Telephone Conference with Sheriff	0.20	39.00
Letter to Attorney Cermele	0.20	39.00

BROWN COUNTY HUMAN RESOURCES

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May 31, 2010

Account No: 2647-4M

Statement No: 4734

Sheriff's Dept. (Van Lanen)

	Hours	
Letter to Attorney Cermele	0.20	39.00
Attention to Letter from Attorney Cermele	0.20	39.00
Telephone Conference with Sheriff	0.20	39.00
Telephone Conference with Sheriff	0.20	39.00
Attention to Letter from Arbitrator	0.20	39.00
Letter to Attorney Cermele	0.20	39.00
Letter to Arbitrator	0.20	39.00
Attention to Letter from Attorney Cermele	0.20	39.00
Attention to Letter from Arbitrator	0.20	39.00
Attention to Letter from Davis	0.20	39.00
Letter to Davis	0.20	39.00
Attention to Letter from Attorney Cermele	0.20	39.00
Letter to Attorney Cermele	0.20	39.00
Attention to Letter from WERC	0.20	39.00
Telephone Conference with White	0.20	39.00
Letter to White	0.20	39.00
Conference with Sheriff, Cermele	1.20	234.00
Letter to Gossage	0.20	39.00
Letter to Attorney Cermele	0.20	39.00
Attention to Letter from Gossage	0.20	39.00
Telephone Conference with Attorney Cermele	0.20	39.00
Telephone Conference with Gossage	0.20	39.00
Telephone Conference with Attorney Cermele	0.20	39.00
Attention to Letter from Attorney Cermele	0.20	39.00
Letter to Kocken	0.20	39.00
Attention to Letter from Sheriff	0.20	39.00

In Account With

**FREDERICK J. MOHR** LLC

ATTORNEY AT LAW

414 East Walnut Street, Suite 101, P.O. Box 1015, Green Bay, WI 54305-1015

Tel: (920) 437-5441 Fax: (920) 437-5443

BROWN COUNTY HUMAN RESOURCES

Sheriff's Dept. (Van Lanen)

Page: 4

May 31, 2010

Account No: 2647-4M

Statement No: 4734

	Hours	
Letter to Attorney Cermele	0.20	39.00
Letter to Attorney Cermele	0.20	39.00
Letter to Attorney Cermele	0.20	39.00
Attention to Letter from Attorney Cermele	0.20	39.00
Letter to Gossage	0.20	39.00
Letter to Attorney Cermele	0.20	39.00
Attention to Letter from WERC	0.20	39.00
For Current Services Rendered	8.20	1,599.00
Total Current Work		1,599.00
Balance Due		\$3,334.50

Account No: 2647-5M  
Statement No: 4734

Teamsters

Previous Balance \$585.00

Balance Due \$585.00

In Account With

**FREDERICK J. MOHR** LLC

ATTORNEY AT LAW

414 East Walnut Street, Suite 101, P.O. Box 1015, Green Bay, WI 54305-1015

Tel: (920) 437-5441 Fax: (920) 437-5443

BROWN COUNTY HUMAN RESOURCES

Electricians

Page: 5

May 31, 2010

Account No: 2647-6M

Statement No: 4734

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Previous Balance		\$156.00
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	Hours	
Attention to Letter from Arbitrator	0.20	39.00
Attention to Letter from Attorney Sweet	0.20	39.00

For Current Services Rendered	0.40	78.00
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Total Current Work		78.00
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Balance Due		\$234.00
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Account No:	2647-7M
Statement No:	4734

Library

Previous Balance		\$370.50
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Balance Due		\$370.50
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Total Balance Due		\$6,103.50
-------------------	--	------------

Interest accrues at the rate of 1% per month on all balances over 30 days.

IN ACCOUNT WITH



One South Pinckney Street  
P.O. Box 1806  
Madison, Wisconsin 53701-1806  
FAX 608.283.2275  
Telephone 608.257.3501

Michaelbest.com

John F. Luetscher  
Brown County Corporation Counsel  
Northern Building - Room 680  
305 East Walnut Street  
PO Box 23600  
Green Bay, WI 54305-3600

Client: 018236

June 16, 2010  
Invoice No. 1110273

EIN 39-0934985

Due Upon Presentation  
Return Upper Portion with Payment

Invoice No. 1110273

For Professional services rendered through May 31, 2010, as follows:

**Matter: 018236-0042 Fox River Cleanup - Insurance**

5/18/10	C Smith	Revise defense cost tracking chart; correspondence to Attorney Luetscher transmitting payment; correspondence to CNA and Nationwide tendering additional defense costs for payment.	0.30	\$96.00
5/20/10	C Smith	Prepare update to CNA and Wausau and review pleadings regarding recent Brown County filings.	1.20	\$384.00
5/24/10	C Smith	Correspondence to Attorney Luetscher regarding CNA payment.	0.10	\$32.00

Total Hours 1.60

Total Services \$512.00

Disbursements:

Photocopying 50.55

Disbursements Total \$50.55

**Total This Matter** **\$562.55**

Balance from previous statement \$813.05

Payments received (647.95)

Current Balance \$727.65



IN ACCOUNT WITH

**MICHAEL BEST**

& FRIEDRICH LLP

One South Pinckney Street  
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Madison, Wisconsin 53701-1806  
FAX 608.283.2275  
Telephone 608.257.3501

Michaelbest.com

Client: 018236

Page 2

June 16, 2010

Invoice No. 1110273

**Matter: 018236-0042 Fox River Cleanup - Insurance**

**ATTORNEY BREAKDOWN**

<b>Attorney</b>	<b>Title</b>	<b>Hours Worked</b>	<b>Billed Per Hour</b>	<b>Bill Amount</b>
C Smith	Partner	1.6	\$320.00	\$512.00
<b>Totals</b>		<b>1.60</b>		<b>\$512.00</b>

**MICHAEL BEST**

& FRIEDRICH LLP

# IN ACCOUNT WITH

**MICHAEL BEST**

& FRIEDRICH LLP

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Client: 018236

June 16, 2010  
Invoice No. 1110274

EIN 39-0934985

Due Upon Presentation  
Return Upper Portion with Payment

Invoice No. 1110274

For Professional services rendered through May 31, 2010, as follows:

**Matter: 018236-0044 API and NCR v. George A. Whiting, et al.**

5/3/10	I Pitz	Read Plaintiffs' opposition to our motion for summary judgment and related filings.	1.90	\$712.50
5/4/10	I Pitz	Read Plaintiffs' opposition to our summary judgment brief and related filings.	2.80	\$1,050.00
5/5/10	I Pitz	Continue review of Plaintiffs' filings opposing summary judgment; read cases and authorities cited by Plaintiffs; discussion with AJWildeman regarding preparation of reply.	2.60	\$975.00
5/6/10	A Wildeman	Conference with IAJPitz regarding response briefs related to Bayport and Renard Island storage facilities.	0.10	\$19.00
5/6/10	D Crass	Review filings in response to motion for summary judgment, including proposed findings of fact, response to Brown County and City of Green Bay's findings of fact and memorandum of law and support; conference with IAJPitz regarding response strategies in light of same.	2.50	\$1,062.50
5/6/10	I Pitz	Discussions with AJWildeman and Attorney Warpinski regarding summary judgment reply; research regarding same.	0.50	\$187.50
5/7/10	A Wildeman	Begin reviewing plaintiffs' pleadings regarding statement of facts and defendants' motion for summary judgment.	1.60	\$304.00
5/10/10	A Wildeman	Begin reviewing plaintiffs' response to Brown County's motion for summary judgment and proposed findings of fact and conclusions of law; begin reviewing documentation and conference with RVExum regarding compiling all documentation to prepare a response to same.	2.00	\$380.00
5/10/10	R Exum	Locate and retrieve documents and cases cited in Plaintiffs' statement of additional facts for AJWildeman in connection with Brown County's Summary Judgment Reply Brief; organize same and prepare index; review documents production CDs to determine whether cited documents were produced.	6.20	\$868.00

**MICHAEL BEST**

& FRIEDRICH LLP

IN ACCOUNT WITH

**MICHAEL BEST**

& FRIEDRICH LLP

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Client: 018236

Page 3

June 16, 2010

Invoice No. 1110274

**Matter: 018236-0044 API and NCR v. George A. Whiting, et al.**

5/14/10	I Pitz	Telephone conference with Government attorneys and Attorney Warpinski regarding settlement; draft memorandum to DACrass regarding same; continue revising summary judgment reply brief; discussion regarding same with Attorney Warpinski.	1.70	\$637.50
5/15/10	D Crass	Review email communication from IAPitz regarding outcome of settlement communications with U.S. Government; prepare email communication to client summarizing same.	0.50	\$212.50
5/17/10	A Wildeman	Conference with IAJPitz regarding status of Brown County and City of Green Bay reply brief and other documents to be filed 5/21/10.	0.20	\$38.00
5/17/10	I Pitz	Consult with AJWildeman regarding reply brief.	0.30	\$112.50
5/18/10	D Crass	Review and revise response brief to summary judgment motion.	2.50	\$1,062.50
5/18/10	A Wildeman	Begin reviewing plaintiffs' additional proposed findings of fact and conclusions of law in opposition to defendants' summary judgment motion; begin reviewing documents cited in same and begin drafting response.	5.50	\$1,045.00
5/19/10	R Exum	Review file for plaintiff's notice of deposition and cancellation correspondence requested by AJWildeman.	0.50	\$70.00
5/19/10	A Wildeman	Review and revise City of Green Bay's revisions to summary judgment documents; continue drafting and revising same; continue reviewing all documents referenced and cited therein; telephone conference with Mr. Andy Skwierawski at Finerty regarding same; provide revised drafts of all to IAJPitz and DACrass for review.	8.60	\$1,634.00
5/19/10	B Flugaur	Research for AJWildeman for Wisconsin federal and 7th Circuit cases rejecting request for 56(f) extension for discovery, review of cases for inclusion in Brief.	2.30	\$471.50
5/20/10	I Pitz	Revise responses to proposed findings and reply in support of our proposed findings; review Green Bay's section of brief and proposed revisions to ours.	1.00	\$375.00

**MICHAEL BEST**

& FRIEDRICH LLP



IN ACCOUNT WITH

**MICHAEL BEST**

& FRIEDRICH LLP

One South Pinckney Street  
P.O. Box 1806  
Madison, Wisconsin 53701-1806  
FAX 608.283.2275  
Telephone 608.257.3501

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Client: 018236

Page 4

June 16, 2010

Invoice No. 1110274

**Matter: 018236-0044 API and NCR v. George A. Whiting, et al.**

5/20/10	A Wildeman	Review IAJPitz's revisions to summary judgment documents; revise responsive documents and submit to City of Green Bay for their review and comment; multiple telephone conferences with client regarding additional documentation necessary for exhibits to filings; conference with IAJPitz regarding same.	2.30	\$437.00
5/20/10	R Exum	Assemble exhibits to IAJPitz Declaration in support of Brown County's May 21, 2010 Filings; review files for Notice of Seefeldt deposition.	2.10	\$294.00
5/20/10	D Crass	Review and prepare comments to revised and final version of draft summary judgment brief.	1.50	\$637.50
5/21/10	R Exum	Assist with court filing.	1.20	\$168.00
5/21/10	I Pitz	Read and comment on current draft of summary judgment filings; discussion with AJWildeman regarding same.	1.90	\$712.50
5/21/10	A Wildeman	Continue reviewing updated versions of documents to be filed; continue revising same; multiple telephone conferences with Mr. Skwierawski at Finerty regarding same; conference with IAJPitz and DACrass regarding same.	5.50	\$1,045.00

Total Hours 108.00

Total Services \$24,447.50

Disbursements:

	Photocopying	.60
04/19/2010	Federal Express Delivery	11.28
05/11/2010	Professional Services - Bouressa and Gales Reporting - Transcript copy from Preliminary Pretrial Conference on 7/30/2009.	109.40
05/19/2010	Lexis - Legal Research	26.76
05/19/2010	Westlaw - Legal Research	37.35
05/23/2010	Westlaw - Legal Research	33.60

**MICHAEL BEST**

& FRIEDRICH LLP

IN ACCOUNT WITH



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Client: 018236

Page 5

June 16, 2010  
Invoice No. 1110274

Matter: 018236-0044 API and NCR v. George A. Whiting, et al.

Disbursements Total

\$218.99

Total This Matter

\$24,666.49

Balance from previous statement

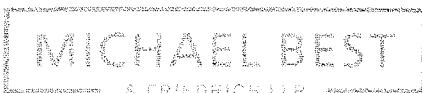
\$14,196.50

Payments received

(6,489.50)

Current Balance

\$32,373.49



IN ACCOUNT WITH

**MICHAEL BEST**

& FRIEDRICH LLP

One South Pinckney Street  
P.O. Box 1806  
Madison, Wisconsin 53701-1806  
FAX 608.283.2275  
Telephone 608.257.3501

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Client: 018236

Page 6

June 16, 2010

Invoice No. 1110274

**Matter:**            **018236-0044**            **API and NCR v. George A. Whiting, et al.**

**ATTORNEY BREAKDOWN**

<b>Attorney</b>	<b>Title</b>	<b>Hours Worked</b>	<b>Billed Per Hour</b>	<b>Bill Amount</b>
A Wildeman	Associate	49.5	\$190.00	\$9,405.00
B Flugaur	Associate	2.3	\$205.00	\$471.50
D Crass	Partner	7	\$425.00	\$2,975.00
I Pitz	Partner	17.8	\$375.00	\$6,675.00
M Caulum	Associate	7.3	\$210.00	\$1,533.00
R Exum	Paralegal	24.2	\$140.00	\$3,388.00
<b>Totals</b>		<b>108.10</b>		<b>\$24,447.50</b>

**MICHAEL BEST**

& FRIEDRICH LLP

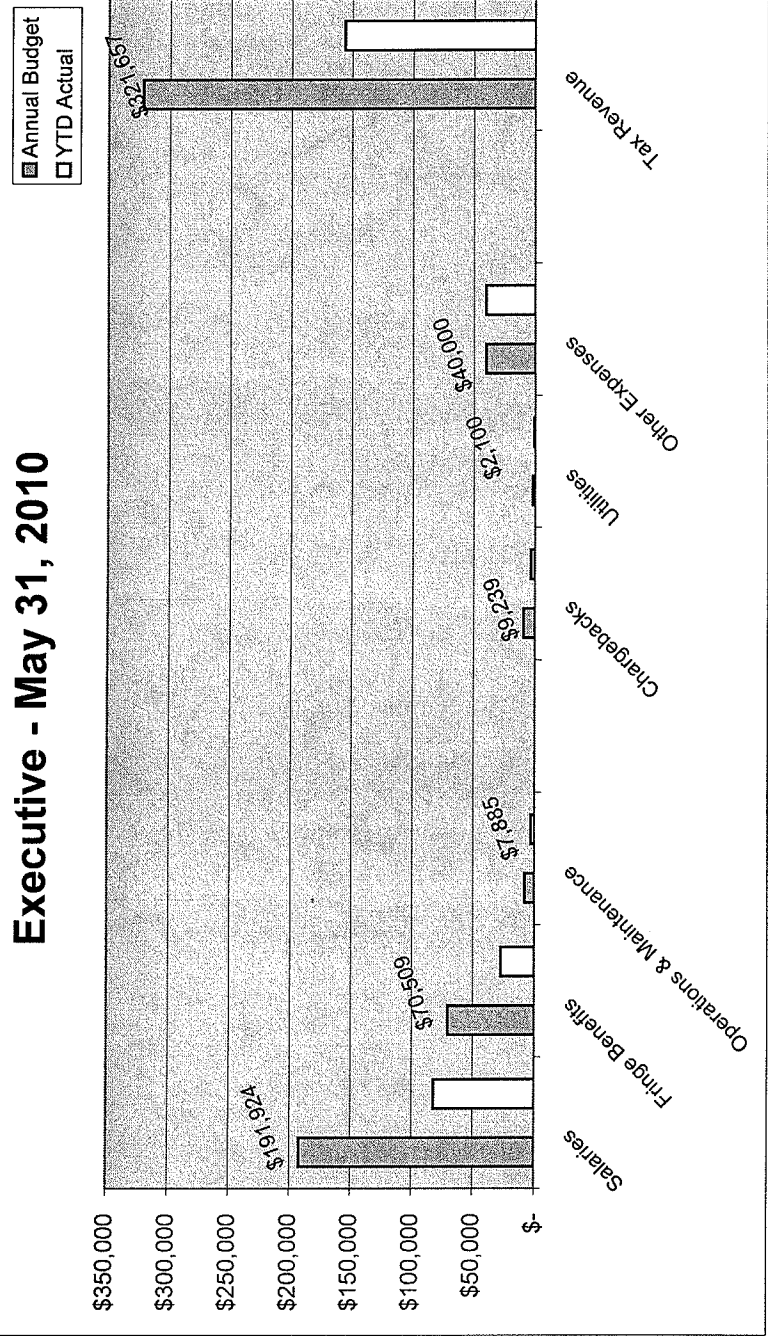
Brown County  
Executive  
Budget Status Report

HIGHLIGHTS:

5/31/2010

	Annual Budget	YTD Actual
Salaries	\$ 191,924	\$ 81,917
Fringe Benefits	\$ 70,509	\$ 27,371
Operations & Maintenance	\$ 7,885	\$ 2,858
Chargebacks	\$ 9,239	\$ 3,416
Utilities	\$ 2,100	\$ 714
Other Expenses	\$ 40,000	\$ 40,000
Tax Revenue	\$ 321,657	\$ 156,276

Executive - May 31, 2010



PRODUCTION \*Brown Co\* PRODUCTION  
**Executive Budget Report May 2010**  
 Summary

Classification	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	Encumbrances	YTD Transactions	Budget Less YTD Transactions	% Used / Rec'd	Prior Year Total
<b>Fund: 100 - GF</b>									
<b>Revenues</b>									
PTX - Property taxes	321,657.00	0.00	321,657.00	26,804.75		0.00	134,023.75	42%	346,714.00
TRI - Transfer in	0.00	0.00	0.00	0.00		0.00	0.00	+++	1,841.00
Revenue Totals:	\$321,657.00	\$0.00	\$321,657.00	\$26,804.75		\$0.00	\$134,023.75	42%	\$348,555.00
<b>Expenditures</b>									
PER - Personnel services	191,924.00	0.00	191,924.00	23,320.29		0.00	81,917.43	43%	202,735.34
FBT - Fringe benefits and taxes	70,509.00	0.00	70,509.00	6,420.81		0.00	27,370.61	39%	67,767.59
OPM - Operations and maintenance	7,885.00	0.00	7,885.00	94.93		0.00	2,857.76	36%	4,419.29
UTL - Utilities	2,100.00	0.00	2,100.00	81.13		0.00	713.77	34%	2,007.29
CHG - Chargebacks	9,239.00	0.00	9,239.00	772.34		0.00	3,416.40	37%	9,030.52
CON - Contracted services	0.00	0.00	0.00	0.00		0.00	0.00	+++	0.00
OTH - Other	40,000.00	0.00	40,000.00	0.00		0.00	40,000.00	100%	50,000.00
Expenditure Totals:	\$321,657.00	\$0.00	\$321,657.00	\$30,689.50		\$0.00	\$156,275.97	49%	\$335,960.03
Revenue Total:	\$321,657.00	\$0.00	\$321,657.00	\$26,804.75		\$0.00	\$134,023.75	42%	\$348,555.00
Expenditure Total:	\$321,657.00	\$0.00	\$321,657.00	\$30,689.50		\$0.00	\$156,275.97	49%	\$335,960.03
Fund: 100 Net Total	\$0.00	\$0.00	\$0.00	(\$3,884.75)		\$0.00	(\$22,252.22)		\$12,594.97
Revenue Grand Total:	\$321,657.00	\$0.00	\$321,657.00	\$26,804.75		\$0.00	\$134,023.75	42%	\$348,555.00
Expenditure Grand Total:	\$321,657.00	\$0.00	\$321,657.00	\$30,689.50		\$0.00	\$156,275.97	49%	\$335,960.03
Grand Total:	\$0.00	\$0.00	\$0.00	(\$3,884.75)		\$0.00	(\$22,252.22)		\$12,594.97



305 E. WALNUT STREET  
P. O. BOX 23600


GREEN BAY, WISCONSIN 54305-3600

PHONE (920) 448-4014 FAX (920) 448-6221

E-mail: perrizo\_sj@co.brown.wi.us

SARA J. PERRIZO, CPA  
INTERNAL AUDITOR

To: Brown County Executive Committee

From: Sara Perrizo, Internal Auditor 

Date: July 12, 2010

Re: Benefits of Wisconsin Counties Association and National Association of Counties

Per the request of the Executive Committee, below is a list of benefits received by Brown County from the WCA and NACO:

Wisconsin Counties Association (WCA) – annual membership \$18,658

- Lobbying done at the State level on behalf of all Wisconsin counties
- Federal lobbying done by a firm that is contracted with the WCA
- Monthly magazine for all County Board Supervisor which includes articles on pending legislation, what other counties are doing, etc
- Other publications available such as *Wisconsin County Official's Handbook*
- Ability to have the WCA staff conduct surveys of other counties and/or perform research regarding specific issues
- WCA Annual Conference, historically attended by 4 to 8 Brown County Supervisors

National Association of Counties (NACO) – annual membership \$4,587

- Prescription drug discount program available to all County residents at no cost to the resident
- Access to research and resources on numerous topics via the NACO website, including grant availability



Brown County  
Board of Supervisors  
Budget Status Report

4/30/2010

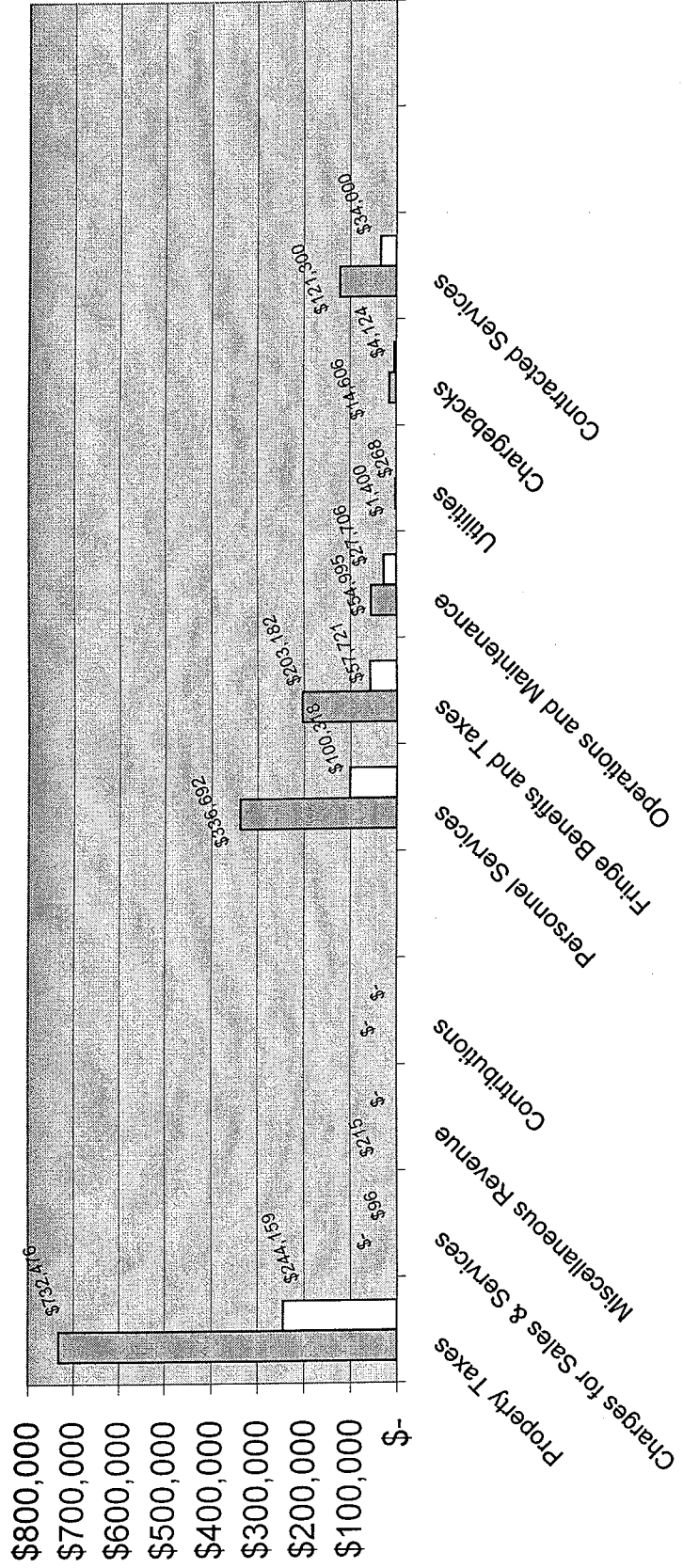
	Annual Budget	YTD Actual
Property Taxes	\$ 732,476	\$ 244,159
Charges for Sales & Services	\$ -	\$ 96
Miscellaneous Revenue	\$ 215	\$ -
Contributions	\$ -	\$ -
Personnel Services	\$ 336,692	\$ 100,318
Fringe Benefits and Taxes	\$ 203,182	\$ 57,721
Operations and Maintenance	\$ 54,995	\$ 27,706
Utilities	\$ 1,400	\$ 268
Chargebacks	\$ 14,606	\$ 4,124
Contracted Services	\$ 121,300	\$ 34,000

**Highlights:**

51% of the Operations and Maintenance budget has been used due to full payment of WCA and NACO dues and charges for new VoIP phones installed in the Board office in March. The financial statements show that 85% of the Contracted Services budget has been used, however, this number should actually be 28% and an entry will be made in June to correct this error.

## Board of Supervisors - May 31, 2010

■ Annual Budget  
□ YTD Actual



## May 2010 Budget Report - County Board

Summary

Classification	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	Encumbrances	YTD Transactions	YTD Budget Less Transactions	% Used / Rec'd	Prior YTD Total
<b>Revenues</b>									
PTX - Property taxes	732,476.00	0.00	732,476.00	61,039.67	0.00	305,198.35	427,277.65	42%	315,995.00
CSS - Charges for sales and services	0.00	0.00	0.00	27.40	0.00	123.81	(123.81)	+++	0.00
MRV - Miscellaneous revenue	215.00	0.00	215.00	0.00	0.00	0.00	215.00	0%	204.00
CTB - Contributions	0.00	0.00	0.00	0.00	0.00	0.00	0.00	+++	0.00
TRI - Transfer in	0.00	0.00	0.00	0.00	0.00	0.00	0.00	+++	0.00
Revenue Totals:	\$732,691.00	\$0.00	\$732,691.00	\$61,067.07	\$0.00	\$305,322.16	\$427,368.84	42%	\$316,199.00
<b>Expenditures</b>									
PER - Personnel services	336,692.00	0.00	336,692.00	28,667.96	0.00	128,985.52	207,706.48	38%	131,327.89
FBT - Fringe benefits and taxes	203,182.00	0.00	203,182.00	14,823.65	0.00	72,544.80	130,637.20	36%	72,112.18
OPM - Operations and maintenance	54,995.00	0.00	54,995.00	569.69	0.00	28,275.85	26,719.15	51%	30,226.29
UTL - Utilities	1,400.00	0.00	1,400.00	0.00	0.00	268.27	1,131.73	19%	421.61
CHG - Chargebacks	14,606.00	0.00	14,606.00	1,207.13	0.00	5,330.64	9,275.36	36%	5,832.54
CON - Contracted services	121,300.00	0.00	121,300.00	34,000.00	47,800.00	68,000.00	5,500.00	95%	75,400.00
Expenditure Totals:	\$732,175.00	\$0.00	\$732,175.00	\$79,268.43	\$47,800.00	\$303,405.08	\$380,969.92	48%	\$315,320.51
Revenue Total:	\$732,691.00	\$0.00	\$732,691.00	\$61,067.07	\$0.00	\$305,322.16	\$427,368.84	42%	\$316,199.00
Expenditure Total:	\$732,175.00	\$0.00	\$732,175.00	\$79,268.43	\$47,800.00	\$303,405.08	\$380,969.92	48%	\$315,320.51
Fund: 100 Net Total	\$516.00	\$0.00	\$516.00	(\$18,201.36)	(\$47,800.00)	\$1,917.08	\$46,398.92		\$878.49
Revenue Grand Total:	\$732,691.00	\$0.00	\$732,691.00	\$61,067.07	\$0.00	\$305,322.16	\$427,368.84	42%	\$316,199.00
Expenditure Grand Total:	\$732,175.00	\$0.00	\$732,175.00	\$79,268.43	\$47,800.00	\$303,405.08	\$380,969.92	48%	\$315,320.51
Grand Total:	\$516.00	\$0.00	\$516.00	(\$18,201.36)	(\$47,800.00)	\$1,917.08	\$46,398.92		\$878.49



Updated



June 11, 2010

Brown County Board of Supervisors  
c/o Ms. Cheryl Corbeille, Purchasing Manager  
Brown County  
Northern Building  
305 E. Walnut St., Room 580  
Green Bay, WI 54301

Dear Ms. Corbeille:

In accordance with our discussions, set forth below are proposed fees for a two-year extension of our auditing services contract. This extension will extend to Brown County and Schenck SC the same conditions and requirements included in our original proposal for audit services.

**Proposed Fees for Auditing Services**

Audit of Fund Financial Statements and Supplemental  
Information; including opinion on the County's state  
financial report.

Audit Year 2010	Audit Year 2011
--------------------	--------------------

\$78,300

\$79,300

If our proposal is accepted, Schenck SC would submit annual engagement letters to the County to detail the scope of the audit and to outline the responsibilities of each party.

We sincerely appreciate the opportunity to continue our relationship with the County. We currently provide auditing services to over 250 Wisconsin municipalities. Because of our experience and extensive background with County government, we believe the auditing services we deliver to our municipal clients provide benefits that exceed those provided by other CPA firms.

If you have any questions or desire any additional information, please don't hesitate to contact us.

Sincerely,

David L. Maccoux, CPA

The above proposed fees are accepted to extend the auditing services contract to the 2010 and 2011 audits.

BROWN COUNTY

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



8e

June 2, 2010

To: Tom Hinz, County Executive  
From: Brian Shoup, Executive Director, Human Services

*RE: Justification for Position of Director of Community Services*

The 2010 Human Services budget left the Director of Community Services position unfunded for the 1<sup>st</sup> quarter in an effort to meet the budget guidelines. I extended this period to study the organizational requirements of the HS management team for the remainder of this year and beyond.

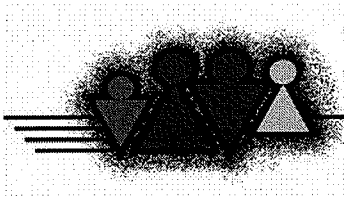
**Considerations in the option of *not* funding this position.** I considered the possibility of eliminating this position altogether in light of the advent of Family Care and the downsizing of HS that will likely occur in 2012. The current table of organization has three Divisions - the Community Services division, the Business Services division, and the Community Treatment Center division. Each has its own division head reporting to the executive director.

Eliminating the Director of Community Services would entail my overseeing the work of the CTC administrator, the Finance Mgr, along with the work of each of the six manager positions within the Community Services Division. This latter division includes a complex array of services including child neglect, child abuse, juvenile justice, assessment & stabilization, crisis, protective payee, adult protective services, volunteer services, adult AODA & mental health, children's AODA/mental health, provider network coordination, quality assurance, and access services in addition to the various long term care services expected to be spun off in 2012.

To accomplish this would require an almost exclusive operational rather than strategic focus on my part. Without a Director of Community Services to oversee the day-to-day operations of the Community Services Division, my time focusing on the CTC would likely continue to be limited to the 1 to 1.5 days per week at the CTC as currently exists.

**Reasons for requesting retention of this position.** I am recommending that this position be retained and filled for the following reasons:

- Even with the transfer of most long term care services currently operated or purchased by Brown County Human Services to the NEW Family Care District in 2012, the department will remain a formidable, robust and complex human service organization with significant managerial challenges. In fact, it will still be the 3<sup>rd</sup> largest such organization in Wisconsin. Of note, all of the HS departments in the Fox Valley counties along with others as small as Marinette and Oconto have deputy director positions.
- To accomplish the level of cultural change that is needed at the CTC and to improve its psychiatric inpatient operations, will require more of my time on site than I can currently spend.
- The mental health clinic located at the CTC needs revamping if we're going to effectively treat and manage our chronic populations. I need more time to plan the changes that will be needed.
- Finally, I believe it's essential that I attend to strategic matters such as multiple-year planning, focusing on key partnerships, and exploring new collaborative opportunities within as well as outside of Brown County. Filling this position will provide me with the time offsets to make this possible.



## Human Services Department

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Brian Shoup, Executive Director  
111 N. Jefferson Street, Green Bay, WI 54301  
Phone: (920) 448-6000, Fax: (920) 448-6126

June 10, 2010

TO: Tom Hinz, County Executive  
Debbie Klarkowski, Human Resources Manager  
Ellen Sorenson, Department of Administration

FROM: Kevin Brennan and Jim Kasprzyski, Child Protection Supervisors  
Brown County Human Services

SUBJECT: Child Protection Unit – approval to fill vacancy

The Child Protection Disposition Worker vacancy is due to a resignation effective 6/1/10. The following lists the importance and needs for filling this vacant position:

A child protection worker carries a caseload of approximately 17 court ordered child protection cases, averaging approximately 30 children on their caseload. Child welfare work is labor intensive. Workers must engage families face-to-face, assess children's safety and well-being through home visits, monitor progress, see that families receive essential services and supports, help with problems that develop, file Termination of Parental Rights petitions, work with service providers and outside agencies, complete court mandates such as court appearances and reports, and fulfill data collection and reporting requirements set forth by the state of Wisconsin.

Child protection disposition workers spend 50% of their time with paperwork, this includes court reports, ewisacwis documentation, case plans, permanency plans, safety plans, foster care paperwork, correspondence, discovery demands, and many other paperwork requirements too numerous to list.

40% of their time is spent with face to face client contact, including supervised visits, home visits, school visits, transportation, and other personal client contact.

10% of their time is spent returning phone calls, coordination of case plans, scheduling meetings, crisis intervention, staffing and worker-supervisor consultation.

10% cannot be easily categorized, including emergencies and internal training or scheduling.

Each and every emergency skews and changes these estimates.

This equals 110%, which would account for the accumulation of comp time and overtime.

1. Caseload size:

Caseload size effects caseworker retention. Over the past 3 years the Brown County Disposition Unit has had a turnover rate of 66%. Caseload size absolutely determines child safety, the amount of time in foster care, recurrence of child abuse, and most importantly the cost to Brown County. Manageable caseloads will reflect, in direct dollars: Less \$ need for purchased services and fewer days in out of home placement.

*The Child Welfare League of America (CWLA) Standards of Excellence For Services For Abused and Neglected Children and Their Families* specify that the recommended caseload for child protection workers should not exceed more than 12 to 15 cases.

For regional comparisons, Outagamie County is averaging 15 cases per ongoing worker, Manitowoc County 15, Oconto County 15, and Winnebago County 14.

2. The Child Protection worker must meet the following State Performance Standards:

- a. An assessment and case plan is required for every case.
- b. A safety assessment is required for every case, including regular updates.
- c. A permanency plan is required for every out of home placement case.
- d. Face to face contact is required a minimum of monthly for each out of home placement case. This is face to face contact with each parent, child, school, and foster home or relative.
- e. Case coordination with every services provider is mandated on a monthly basis. This case include wraparound, AODA treatment providers, parenting educators, and mental health professionals.
- f. More contact with the above listed clients and services providers equals better and timelier outcomes. Better and timelier outcomes produce less money spent on services, children returning home sooner, less money in out of home placement days of care, and more timely case closing.
- g. Appropriate caseload enable workers to be more planful in their casework rather than being crisis oriented. Workers moving from one crisis to another, based on unmanageable caseloads, are less effective and have poorer outcomes, thus resulting in prolonged case plans, untimely reunification and case closure, and more money spent in out of home placements and services.

\*Failure to meet these performance standards could result in corrective action by the state, including fiscal penalties.

3. Training for Child Protection Worker:

- a. New child protection workers must successfully attend 190 hours of foundation training over their first 2 years of employment, as set forth by the state of Wisconsin.
- b. 1-2 months of practical application. A new worker should not carry a full caseload for the first 6 months of employment, and there should be a

gradual caseload given in 1<sup>st</sup> year. By the start of year 2, a full caseload should be assumed. This is not happening in Brown County. By necessity, caseworkers are assuming a full caseload by 6 months.

In addition to the vacant position requested, we have 4 child protection workers who are still in their first 2 years of employment and one worker on disability leave.

State requirements, deadlines, and monitoring require that caseloads do not remain uncovered. Whenever there is a vacancy or medical leave, that caseload must be absorbed by the remaining child protection workers.

Possible alternatives to fill this position were considered:

- LTE Agency to staff this position.

Training – training a temporary staff person would not be cost effective. Training a child protection worker is time intensive and involves complicated policies and procedures.

- Hire an aide:

A paraprofessional or aide would be legally unable to meet the duties of a professional social worker.

- Leave vacant.

Impact: decrease in quality casework, delay in planned case outcomes, increased cost with service providers, extended placement in out of home care, and failure to comply with the standards set forth by the state of Wisconsin.

Given the economy and our nature of our work, in 2010 there has been a 15% increased rate of child abuse investigations, resulting in greater need for ongoing child protection case work. Since 2006 there have been a 27% increase in child protection investigations, with a corresponding increase in ongoing caseloads of the same percentage, with no additional ongoing social work staff.

It is critical that the children and families that we serve get the safety and treatment services needed. Failure to do so will result in greater cost to Brown County and potential safety issues for the most vulnerable population in Brown County-abused and neglected children.

Increased caseload generally causes a decrease in morale and/or more turnover.

Based on the above information, it is critical the requested position be filled.

Thank you for your consideration in approving the requested position.

**Brown County Library  
Housekeeper Justification**

**Measurement of job performance:**

Cleans approximately 32,000 square feet of interior space daily.

**Are there opportunities to consolidate, eliminate and/or outsource the job responsibilities?**

Most duties are essential duties which cannot be eliminated. The Library has nine buildings and a bookmobile. Denmark High School and the Village of Pulaski provide custodial services for each of the respective branches located within their facilities. Custodial services at the Wrightstown branch are performed by the staff working at that location. However, this still leaves six locations that maintenance staff needs to clean and prepare for open hours. The Library currently has one housekeeper and four maintenance workers. While at their assigned location, maintenance workers assist with housekeeping duties as well as performing their other duties that are outside of the housekeeper classification. While the maintenance staff does not provide custodial services at the Denmark, Pulaski or Wrightstown branches, they still provide delivery and other services at these locations, such as costume delivery, furniture set-up, etc. If the maintenance worker had to take on additional housekeeping duties, it would mean other duties would have to be delayed or contracted for. Some of these duties include shampooing and cleaning carpets, waxing floors, changing and cleaning lamps, mowing, pruning, watering, removing snow, and equipment maintenance.

**Is there a more cost effective way to achieve the required functions and duties?**

Not to our knowledge.

**Are the duties of the position related to an essential (mandatory) service? If yes, please explain.**

This position provides basic cleaning of drinking fountains, toilets and urinals, sinks, furniture, fixtures, doors, doorframes, ceilings, walls, windows, woodwork, floors, carpets, tile, file cabinets, shelving ranges, room dividers, counters and counter tops. The housekeeper also collects trash, cleans refuse containers, and arranges furniture for meetings and events. These duties are essential in providing a safe and appealing environment for the general public. The library has over 4,000 visitors every day.

**Has this position been reviewed to determine if it can be combined with or covered by another existing position whether inter or intra departmental?**

Yes, we have covered open maintenance positions in the past which resulted in other tasks being delayed, not done, or having to be contracted for. We have used staff from the Facilities Department in the past, but this does not result in a cost savings. Their positions are paid at the same rate of pay as our staff plus we are charged for indirect charges as well.

**What is the impact of not filling the position in:**

**3 months?    6 months?    12 months?    Not at all**

3 months: Maintenance workers will not be able to perform some of their normal duties such as pruning and replacing wood chips, waxing floors, deep cleaning, preparing snow blowers for winter use. Replacing lamps per our energy conservation measures will be delayed.

6 months: Maintenance workers will not be able to perform all of the normal cleaning duties because they will be removing snow during snowfalls. Spot cleaning of carpets and waxing of floors will be delayed. Interior maintenance such as washing, cleaning and painting of walls, windows and doors will be delayed or contracted for.

12 months: Maintenance of both the interior and exterior of our buildings will continue to be delayed or need to be contracted for as mentioned above.

Not at all: Interior and exterior maintenance of the buildings would either be delayed or contracted for.

**Has the department met its required budgeted vacancy savings?**

The Library is budgeted at \$78,058 for turnover reduction. Through June, the Library has approximately \$70,000 in savings from open positions (\$90,000 open position savings less \$20,000 for employee paid leave payouts).

**Should the position be held vacant to offset projected budget shortfalls?**

If union contracts for the Library are settled without furlough days, we may have a shortfall in our salaries and wages, but our fringe benefits are running under budget and could be used to offset this difference.

July 21, 2010

AN ORDINANCE TO AMEND CHAPTER 2 OF  
THE BROWN COUNTY CODE ENTITLED "COUNTY BOARD OF SUPERVISORS"

THE BROWN COUNTY BOARD OF SUPERVISORS DOES ORDAIN AS FOLLOWS:

Section 1 -

**CHAPTER 2**

**COUNTY BOARD OF SUPERVISORS**

**2.01 SUPERVISORY DISTRICTS.** The boundaries of the supervisory districts as heretofore established shall continue in effect.

**2.02 MEETINGS.** Meetings of the Brown County Board of Supervisors shall be held and conducted in accordance with the Wisconsin Statutes, Section 59.04. An organizational meeting shall be held on the third Tuesday of April in even numbered years at 9:30 a.m. Unless otherwise provided regular meetings shall be held on the third Wednesday of each month at ~~7:30~~ 7:00 p.m.

**2.03 ORGANIZATION, POLICY AND AUTHORITY OF THE BROWN COUNTY BOARD OF SUPERVISORS.** (1) Reprint of Section 59.025 59.03 and 59.026 59.04, and ~~59.031~~ 59.17(2)(a), Wis. Stats.: (a) ~~59.025~~ 59.03 Administrative Home Rule. Every county may exercise any organizational or administrative power, subject only to the constitution and any enactment of the legislature which is of statewide concern and which uniformly affects every county.

(b) ~~59.026~~ 59.04 Construction of Powers. For the purpose of giving to counties the largest measure of self-government in accordance with the spirit of the administrative home rule authority granted to counties in s. ~~59.025~~, 59.03 it is hereby declared that this chapter shall be liberally construed in favor of the rights, powers and privileges of counties to exercise any organizational or administrative power.

(c) ~~59.031~~ 59.17(2)(a) County Executive. The duties and powers of the County Executive shall be, without restriction because of enumeration, to: (a) Coordinate and direct by executive order or otherwise all administrative and management functions of the county government not otherwise vested by law in other elected officers.

(d) ~~59.031~~ 59.17(5) Message to the County Board; Submission of Annual Budget. The county executive shall annually and otherwise as may be necessary, communicate to the county board of supervisors the condition of the county, and shall recommend such matters to them for their consideration as he may deem expedient. Notwithstanding any other provisions of the law, he shall be responsible for the submission of the annual budget to the county board and may exercise the power to veto any increases or decreases in the budget under sub. (6).



(1) The County Executive shall submit the annual budget to the County Board on or before October 1<sup>st</sup> of each calendar year.

(e) ~~59.031~~ 59.17(6) County Executive to Approve or Veto Resolutions or Ordinances; Proceedings on Veto. Every resolution or ordinance passed by the county board shall, before it becomes effective, be presented to the county executive. If he approves, he shall sign it; if not, he shall return it with his objections, which objections shall be entered at large upon the journal and the board shall proceed to reconsider the matter. Appropriations may be approved in whole or in part by the county executive and the part approved shall become law, and the part objected to shall be returned in the same manner as provided for in other resolutions or ordinances. If after such reconsideration, two-thirds of the members-elect of the county board agree to pass the resolution or ordinance or the part of the resolution or ordinance objected to, it shall become effective on the date prescribed but not earlier than the date of passage following reconsideration. In all such cases, the votes of the members of the county board shall be determined by ayes and nays and the names of the members voting for or against the resolution or ordinance or the part thereof objected to shall be entered on the journal. If any resolution or ordinance is not returned by the county executive to the county board at its first meeting occurring not less than 6 days, Sundays excepted, after it has been presented to him, it shall become effective unless the county board has recessed or adjourned for a period in excess of 60 days, in which case it shall not be effective without his approval.

(2) Reprint of Section 65.90, Wisconsin Statutes: 65.90(5)(a) Except as provided in par. (b) the amount of tax to be levied or certified, the amounts of the various appropriations and the purposes for such appropriations stated in such budget, after any alterations therein made pursuant to the hearing required by this section, shall not be changed thereafter unless authorized by a vote of two-thirds of the entire membership of the governing body of such municipality except that in the case of city boards of education transfers may be authorized by a two-thirds vote of such boards for funds under their control. Any municipality, excepting towns and one-room school districts, which makes such changes shall publish a Class I notice thereof, under Ch. 985, within 10 days thereafter. Failure to give such notice shall preclude any changes in the proposed budget and alterations thereto made pursuant to sub. (4).

65.90(5)(b) A County Board may authorize its standing finance committee to transfer funds between budgeted items of an individual county office or department, if such budgeted items have been separately appropriated, and to supplement the appropriations for a particular office, department or activity by transfers from the contingent fund. Such committee transfers shall not exceed the amount set up in the contingent fund as adopted in the annual budget, nor aggregate in the case of an individual office, department or activity in excess of 10 percent of the funds originally provided for such office, department or activity in such annual budget. The publication provisions of paragraph (2) shall apply to all committee transfers from the contingent fund.

(3) (a) The governing body of Brown County shall be known as the "Brown County Board of Supervisors" or the "Brown County Board", hereinafter referred to as the Board or its members, "Supervisors".

(b) It is declared to be the legislative policy and intent of the County Board that the County Board shall be organized to provide it with authority to exercise all county policy as conferred upon it by Wisconsin law including the provisions of Home Rule as provided in Sec. ~~59.025~~ 59.03 and ~~59.026~~ 59.04 and as further defined by county resolution or ordinance.

(c) The County Board of Supervisors shall serve concurrent two-year terms expiring on the third Tuesday of April of the even numbered years.

(d) All contracts, leases and agreements for the County, other than those which are administrative in nature, must be approved by the County Board unless otherwise provided by Wisconsin law or these rules.

(e) All contracts for legal services or outside consulting services regardless of whether funds have been budgeted must be approved by the Brown County Board.

**2.04 OFFICERS, SELECTION AND AUTHORITY.** (1)(a) At the first meeting after each supervisory election, the Board shall elect by ballot a member Chair and Vice-Chair.

(b) The election of the Chair shall be conducted by the senior member of the Board.

(c) Names of candidates shall be placed in nomination by motion made and seconded from the floor. Nomination shall be made for one office at a time.

(d) ~~A candidate shall be elected by a majority of the Board casting a secret written ballot for him or her.~~ Prior to the election of Board Chair and Vice Chair, the County Board shall conduct a vote to determine if the leadership vote shall be held by a 'SECRET' or 'OPEN' ballot.

(e) The County Board staff shall provide the County Board with ballots of uniform size and color upon which the members shall vote by writing the name of the person or persons to be voted upon.

(f) The Board Chair may appoint two members of the Board as tellers to canvass the vote.

(g) The ballots shall be retained as a permanent record of the Board.

(2) Powers and Duties of the Chair. The Chair:

(a) After the his/her election, shall appoint the standing committees for a term of two years and report the appointments to the Board no later than the next regular meeting of the Board.

(b) Shall fill by appointment any vacancy on a standing committee for the balance of the term.

(c) Shall appoint each supervisor to at least one standing committee.

(d) Shall, unless otherwise ordered, appoint special committees provided for by resolution designating the number and object.

(e) Shall preside at all meetings of the County Board when present.

(f) Shall refer all requests and communications not specifically addressed to any committee or official of the county to the appropriate committee or official.

(g) Shall be entitled to vote on all questions before the Board.

(h) May administer oaths to persons required to be sworn concerning any matter submitted to the Board or a committee thereof or connected with their powers or duties.

(i) Shall countersign all ordinances of the County Board.

(j) Shall determine the appropriate committee for review of all resolutions or ordinances, prior to action being taken on the measure by the entire County Board. The above would not apply in an emergency situation or where time does not permit committee review in advance, at the discretion of the Chairman, subject to an appeal by the County Board.

(k) May excuse members, and the excuse shall be entered in the proceedings of the County Board.

(l) Shall be an ex officio member of all committees, commissions and boards created by the Board and may meet and deliberate in their meetings. He or she shall have the power to vote in such committee only in order to establish a quorum and shall be entitled to vote on any matters presented to the committee until such time as a quorum of the regular committee members is present.

(m) Shall represent the county at all ceremonial events or functions to present county positions or programs at his or her discretion.

(n) Shall appoint a member to the Land Conservation Committee in accordance with Sec. 92.06(1)(b) 2., Wis. Stats.

(3) Duties of the Vice-Chair. The Vice-Chair:

(a) Shall assume all duties of the Chair in the event of absence, disability or incapacity of the Chair.

(b) Shall chair the Executive Committee.

(c) Shall preside at Board of Supervisors meetings in the event of absence of the Chair.

(d) Shall lead the invocation and pledge of allegiance at the County Board meetings.

(e) Except for organizational meetings, shall be an ex officio member of all committees, commissions and boards created by the Board and may meet and deliberate in their meetings. He or she shall have the power to vote in such committee only in order to establish a quorum and shall be entitled to vote on any matters presented to the committee until such time as a quorum of the regular committee members is present.

**2.05 COMMITTEES OF THE COUNTY BOARD.** (1) The purpose of this Rule is to define the structure, purposes and duties of the County Board Committee system. All matters pertaining to committee organization and membership and responsibilities shall be construed in favor of the declared will of the County Board in these Rules, consistent with the intent of Section 59.025 59.03 and 59.026 59.04, Wisconsin Statutes. (County Organization)

(2) Each Committee of the County Board shall have policy oversight authority for all programs and activities of Departments, Offices, Boards, Commissions and Authorities under their respective oversight authority.

(3) A Committee, Board, Council or Authority requesting County Board consideration on any issue shall refer the request to its standing committee of policy oversight authority for consideration and referral to the County Board as deemed appropriate.

(4) A majority of any committee shall constitute a quorum for the transaction of business.

(5) Except as provided in these Rules, the County Board will not act on any proposal brought it unless a standing committee has considered and acted upon said proposal and is submitted in proper resolution or ordinance format.

(6) All items considered at any meeting of any standing committee shall be forwarded to the County Board in report form for consideration and inclusion on the County Board agenda under the title "Reports". Such report will be drafted by the County Board staff and will include the title of each item on the agenda (other than procedural items such as call to order, adoption of agenda, adjournment, etc.) and final action taken. The County Board shall have final approval authority over all items contained in each committee report.

(7) Each standing committee shall have no fewer than five members as designated by the County Board Chair.

(8) Standing Committees may establish subcommittees composed entirely of their own membership or may call upon the assistance of non-supervisors in examining particular issues. Appointment to subcommittees and the selection of nonsupervisory advisors shall be at the discretion of the committee chair.

(9) Subcommittees established under (8) above shall have no official standing and shall report only to the standing committee which established it, unless the standing committee provides otherwise.

(10) Standing Committees shall act on all requests from departments, offices, committees, commissions and authorities over which they have policy oversight authority and to create new positions and forward a recommendation directly to the County Board including a job description of each position to be considered. Unless otherwise provided, the standing committee shall, at his/her discretion, appoint members from the standing committee to any office, committee, commission, or authority whose membership requires a representative from that standing committee. Any requests for newly created positions as described as follows, or changes to existing positions in the Table of Organization from departments and offices, will require review by the appropriate Standing Committee and approval of the County Board in the form of a resolution and such changes will not be considered for inclusion in the annual budget unless approved at or prior to the annual budget meeting: newly created regular full-time positions; newly created regular part-time positions; regular part-time positions that are increased to regular full-time positions.

(11) A standing committee acting as the policy oversight committee for a county department or agency shall have the following duties:

(a) Monitor the expenditure of county funds committed to the department or agency in terms of its stated goals and objectives.

(b) Formulate policy for the department or agency and monitor compliance with that policy.

(c) Have referred to it and act on all resolutions and ordinances affecting any department or agency it oversees.

(12) A standing committee acting as a policy oversight committee for a county-created commission, board or agency, a county elective officer or an independent agency shall have the following duties:

(a) At least annually, review the expenditure of county funds committed to the committee, board, agency or office in terms of the stated goals and objectives sought to be accomplished.

(b) Evaluate the policies of the committee, board, agency or office for compliance with overall policies of the county and make recommendations for changes thereto to the committee, board, agency or office.

(c) Have referred to it for review all resolutions and ordinances affecting any county-created committee, board, agency or office for which it has policy oversight functions, as well as introduce such resolutions and ordinances when it sees fit.

(13) The standing committees of the Brown County Board shall be:

- (a) The Administration Committee.
- (b) The Planning, Development and Transportation Committee.
- (c) The Public Safety Committee.
- (d) The Human Services Committee.
- (e) The Education and Recreation Committee.
- (f) The Executive Committee.

(14) Each standing committee's recommendations within its area of policy oversight shall be forwarded from the committee to the County Board, without review by any other standing committee, except as provided in these rules. Those items, matters, and/or recommendations which have been indefinitely or permanently tabled at the standing committee level may be removed from the table and taken up by any County Supervisor. Any County Supervisor should have the opportunity to raise any issue or tabled item from Committee actions for full County Board discussion when adequate public notice is given that this item will be on the Board agenda.

(15) Each committee shall review and approve any application for a new loan before any county entity applies for such a loan. Each committee shall also receive subsequent notification of any grant funding applied for outside of the budget process.

(16) Each standing committee shall act as the policy oversight committee on all policy matters relating to budget review, bond-related issues, building maintenance, space needs, leasing, rentals, purchase or sale of real estate and the construction, improvement, repair or maintenance of county buildings and grounds for departments for which the committee has policy oversight authority. Standing Committee policy decisions related to the purchase, sale, leasing or rental of real estate and real estate development issues shall be referred to the Executive Committee for review.

(17) Review of policy matters relating to bond related issues shall be referred from the Administration Committee to the Executive Committee.

**2.06 ADMINISTRATION COMMITTEE.** The Committee shall have the duty and responsibility to:

(1) Act as the policy oversight committee for the following departments:

County Clerk  
Corporation Counsel  
County Treasurer  
~~Data Processing-~~ Information Services  
~~Finance-~~ Department of Administration  
~~Maintenance Dept.-~~ Facility Management  
~~Personnel~~ Human Resources  
Child Support Agency

(2) Act as the policy oversight committee for the ~~Affirmative Action Committee,~~  
~~Housing Authority and the Equal Opportunities in Housing Commission.~~

(3) Approve or deny all requests for transfers in accordance with Section 65.90(5)(b), Wis. Stats. and transfers from the Contingent Fund when these transfers affect the policy oversight jurisdictional areas of this committee.

(4) Review policy matters relating to banks, bonds, the collection of delinquent taxes and the acquisition and sale of tax deeded properties and to make reports to the County Board.

(5) Review the annual executive budget with regard to the areas of policy oversight assigned to this committee and make recommendations to the County Board at the annual meeting for the Board's consideration and adoption.

(6) Collect, collate and disseminate information from all standing committees during their annual budget review process, with the help of the Finance Department of Administration.

(7) Prior to November 1 of the year preceding a year in which an election for the position of county executive is to be conducted, consider and make recommendations to the full Board on a compensation package for that office.

(8) Prior to November 1 of off numbered years, consider and make recommendations to the full Board on a compensation package for the County Board Supervisors to be elected at the succeeding spring election.

(9) Consider and make recommendations to the County Board on matters relating to County finances including resolutions for fund transfers, contracts, and land acquisition and real estate transactions which are not otherwise committed to a different standing committee.

(10) Engage the services of architects or engineers for making surveys and estimates of proposed work as directed by the County Board. It is the intent of this provision that, within funds budgeted to the County Board, the Committee can order architect and/or engineer services for advice prior to the time it must authorize funding for capital

improvements so that the Committee and County Board can inform itself about these proposed projects.

(11) To act as a finance committee and exercise the following responsibilities as such:

(a) Committee of jurisdiction for any matters relating to finances, taxes, insurance, tax titles, licenses, claims, bonds and any other related items.

(b) Review the annual executive budget with regard to the areas of policy oversight assigned to this committee and make recommendations to the County Board at the annual meeting for the Board's consideration and adoption. After adoption of the annual budget, the Committee shall have authority to make budgetary alterations as permitted by Section 65.90 (5)(b), Wis. Stats., provided they do not exceed 10% of the overall budget for that department.

(c) Recommend to the County Board all requests for transfers of funds from the General Fund.

(d) Approve all insurance policies including health, dental, life, worker's compensation, fire and liability.

(e) Examine all invoices filed against the County by each department responsible to the Administration Committee and other invoices not examined by any other committee, board or commission and report to the County Board at each meeting.

(f) Examine all claims filed against the County except dog damage claims and recommend their allowance or disallowance.

(g) Shall give prior approval on all grants pursuant to Section 3.12 of the Brown County Code.

(h) Approve all requests for transfer of monies from the Contingent Fund.

(i) Recommend to the County Board all requests for establishing petty cash funds.

**2.07 PLANNING, DEVELOPMENT & TRANSPORTATION COMMITTEE.** The Committee shall have the duty and responsibility to:

(1) Act as policy oversight committee for the following Departments:

County Planning and Land Services  
Land Conservation Department  
Register of Deeds  
Solid Waste  
Surveyor  
Zoning  
U.W. Extension  
Highway Department  
Airport  
Port and Solid Waste

(2) Act as the policy oversight committee for the Land Information Office, ~~Brown County Legal Drain Board~~, Board of Adjustment, Plan Commission, Bay Lakes Regional Plan Commission, the County Solid Waste Authority, the Green Bay Metropolitan Sewerage District Commission, ~~the Condemnation Commission~~, Brown County Harbor Commission and the ~~Northeastern Wisconsin Railroad Transportation Commission~~.

(3) Act as the Brown County Highway Committee pursuant to Section 85.015, Wis. Stats. It is hereby declared to be the policy of Brown County that the number of members of the County Highway Committee shall be no fewer than 5, and the membership shall be the same as the membership for the Planning and Development Committee, and the members shall be appointed in the same manner and for the same term as the members of the Planning and Development Committee. Vacancies on the Highway Committee shall be filled in the same manner as vacancies on the Planning and Development Committee.

(4) Act as the Land Conservation Committee in accordance with Chapter 92, Wis. Stats.

(5) Act as the Brown County Extension Education Committee in accordance with Section 59.87, Wis. Stats.

(6) Advise the County Board on all matters relating to the conservation of natural and environmental resources in Brown County; and confer and cooperate with any other agency interested in environmental quality and conservation.

(7) Report to the County Board regarding all proposed cemetery maps and plats in accordance with s. 157.07, Wis. Stats.

(8) Coordinate all policy matters relating to agriculture and soil and water use and conservation in the county, in cooperation with any interested governmental agency.

(9) Review dog claims under chapter 174, Wis. Stats., and on behalf of the County, approve, approve in part, or deny such claims according to the standards set forth in the statutes except that approved claims over the amount of \$1,500 shall be brought to the full Board before payment.

(9) Review the annual executive budget with regard to the areas of policy oversight assigned to this committee and make recommendations to the County Board at the annual meeting for the Board's consideration and adoption.

(10) Approve or deny all requests for transfers in accordance with Section 65.90(5)(b), Wis. Stats., and transfers from the Contingent Fund when these transfers affect the policy oversight jurisdictional areas of this committee.

(11) Act as committee for the review of: (1) contracts with the United States government or any agency thereof, (b) contracts with the State of Wisconsin or any agency thereof.

**2.08 PUBLIC SAFETY COMMITTEE.** The Committee shall have the duty and responsibility to:

(1) Act as the policy oversight committee for the following departments:

Clerk of Courts



Circuit Courts  
Medical Examiner  
District Attorney  
Sheriff  
Public Safety Communications

(2) Act as the policy oversight committee for the Traffic Safety Commission, Emergency Medical Services Council and the ~~Community Action and Emergency Response Committee (CAER)~~.

(3) The Committee is hereby designated to be the County Emergency Government Committee and the chair of the County Board shall designate the chair of the Emergency Government Committee from among the members of the Committee, in accordance with Section 166.03(4)(c), Wis. Stats., and the Chair chosen by the County Board Chair shall act as the chair when the Public Safety Committee meets and conducts business as the County Emergency Government Committee.

(4) Approve or deny all requests for transfers in accordance with Section 65.90(5)(b), Wis. Stats. and transfers from the Contingent Fund when these transfers affect the policy oversight jurisdictional areas of this committee.

(5) Review the annual executive budget with regard to the areas of policy oversight assigned to this committee and make recommendations to the County Board at the annual meeting for the Board's consideration and adoption.

**2.10 HUMAN SERVICES COMMITTEE.** The Committee shall have the duty and responsibility to:

(1) Act as the policy oversight committee for the following Departments:

~~Community Health Nursing Office~~ Department  
~~Handicapped School System~~ (Syble Hopp School)  
~~Mental Health Center~~ Community Treatment Center  
~~Department of Social~~ Human Services  
Veterans Service Office  
Aging and Disability Resource Center

(2) Act as the policy oversight committee for the ~~Social~~ Human Services Board, Community Programs Board, Handicapped School Board, Commission on Aging, Community Options Planning Committee, and the ~~N.E.W. Private Industry Council~~.

(3) Approve or deny all requests for transfers in accordance with Section 65.90(5)(b), Wis. Stats., and transfers from the Contingent Fund when these transfers affect the policy oversight jurisdictional areas of this committee.

(4) Review the annual executive budget with regard to the areas of policy oversight assigned to this committee and make recommendations to the County Board at the annual meeting for the Board's consideration and adoption.

**2.11 EDUCATION AND RECREATION COMMITTEE.** The Committee shall have the duty and responsibility to:

- (1) Act as the policy oversight committee for the following Departments:

Brown County Golf Course  
Brown County Library  
Neville Public Museum  
Parks Department  
NEW Zoo

- (2) Act as the policy oversight committee for the Arena and Exposition Center, Library Board, and the Neville Public Museum Board.

- (3) Approve or deny all requests for transfers in accordance with Section 65.90(5)(b), Wis. Stats., and transfers from the Contingent Fund when these transfers affect the policy oversight jurisdictional areas of this committee.

- (4) Review the annual executive budget with regard to the areas of policy oversight assigned to this committee and make recommendations to the County Board at the annual meeting for the Board's consideration and adoption.

**2.12 EXECUTIVE COMMITTEE.** The Executive Committee shall consist of the Chair of each standing committee of the County Board, the Board Chair and Vice Chair. The County Board Vice Chair shall serve as committee Chair. In the event that the Committee Chair is not able to attend an Executive Committee meeting, or portion thereof, the Vice Chair of that committee shall be allowed to attend the meeting as a member of the Executive Committee and to vote accordingly until such time as the Committee Chair is able to attend. The Committee shall have the duty and responsibility to:

- (1) Act as policy oversight committee for the County Internal Auditor and for any matter not herein delegated to another standing committee as determined by the Chair or Vice Chair of the County Board.

- (2) Develop, review and make recommendations to the County Board on proposals for legislation and administrative rules that may have a programmatic or fiscal impact on Brown County government.

- (3) Review long range and short term planning of county related capital projects at the call of the committee chair.

- (4) Establish negotiating recommendations relating to policy questions of wages, hours and conditions of employment.

- (5) This Committee shall have referred to it all matters not vested in any other committee, shall serve as the legislative body to work with Wisconsin Counties Association and our state and federal governments as it relates to county issues. This committee shall also serve as liaison with the County Executive to improve communication and working relationships.

- (6) Review and act upon personnel actions taken by the other standing committees of the County Board and perform the following personnel policy functions:

- (a) Advise the County Executive on matters concerning implementation of personnel policy.

(b) Review proposed personnel policies and amendments as developed and recommended by the ~~Personnel Director~~ Human Resources Manager and make recommendations to the County Board for consideration and legislative action.

(c) Review personnel actions in all county departments as reported by the ~~Personnel Director~~ Human Resources Manager.

(d) Approve funding and funding transfers necessary to implement this Code subsection, (6), without the necessity for Administration Committee approval.

(e) Direct that all changes in tables of organization, which are anticipated to last more than three (3) months, including layoffs or changes in class specifications, as per Administrative Policy HR-1, Departmental Reorganization, (attached), shall be reviewed and approved by the appropriate oversight committee, the Executive Committee and the County Board.

(f) Perform other related duties as assigned by the County Board.

**2.13 MEETINGS, AGENDAS.** (1)(a) The County Board shall hold its organizational meeting on the third Tuesday in April as required by Section 59.04(1)(c), Wisconsin Statutes.

(b) The County Board shall commence its annual session and hold its annual meeting during October or November, either on or prior to the Tuesday after the second Monday of November in each year. The specific date for the annual meeting shall be designated by the Board Chair. Annual meeting may be adjourned by the County Clerk upon the written request of a majority of the Supervisors to a day designated in the request, but not less than one week nor more than three weeks from the Tuesday after the second Monday of November.

(c) A special meeting of the Board shall be held upon a written request of a majority of the Supervisors delivered to the County Clerk specifying the time and place of the meeting. The time shall not be less than 48 hours from the delivery of the request unless the matter to be considered is substantial legislation as hereinafter defined. A special meeting of the Board to consider substantial legislation shall be held only upon a written request of a two-thirds majority of the Supervisors delivered to the County Clerk specifying the time and place of the meeting. The time shall not be less than 5 business days from the delivery of the request. For purposes of this paragraph, substantial legislation shall mean any legislation which includes a financial transaction greater than \$10,000.00, or a change in the County Code of Ordinances. Substantial transactions shall not include, however, matters which involve any of the following reasons:

1. Endangerment to the health or welfare of any person or group.
2. Litigation requiring consideration.
3. An emergency as determined by the County Board Chair.
4. Bonding matters.

(d) Emergency meetings of the County Board may be called by the Board Chair, or, in his absence, by the Vice-Chair, by making a written Declaration of Emergency and filing same with the County Clerk who will attempt to notify each County Board Supervisor at his home address or the Supervisor's place of work, of the time and place of such emergency meeting as well as the purpose of such meeting. The emergency meeting shall take place not less than six hours after the filing of the written Declaration of Emergency. In addition, the County Clerk shall notify all news media who have requested to be notified of the time and

place and purpose of said emergency meeting. An emergency meeting is a meeting called to discuss a matter upon which immediate action might be necessary in order to protect the health, safety and welfare of the citizens of Brown County.

(e) The Board shall conduct regular monthly meetings on the third Wednesday of each month beginning at 7:00 p.m. unless moved to a different date or hour by adjournment of the previous meeting.

(f) A special meeting of any Brown County committee or commission shall be held upon the written request of a majority of the members of that committee or commission or County Board Chair delivered to the County Clerk specifying the time and place of the meeting. The time shall not be less than 48 hours from the delivery of the request unless the matter to be considered is substantial legislation as hereinafter defined. A special meeting of any Brown County committee or commission to consider substantial legislation shall be held only upon a written request of a two-thirds majority of the members of that committee or commission or County Board Chair delivered to the County Clerk specifying the time and place of the meeting. The time shall not be less than 5 business days from the delivery of the request. For purposes of this paragraph, substantial legislation shall mean any legislation which includes a financial transaction greater than \$10,000.00, or a change in the County Code of Ordinances. Substantial transactions shall not include, however, matters which involve any of the following reasons:

1. Endangerment to the health or welfare of any person or group.
2. Litigation requiring consideration.
3. An emergency as determined by the County Board.
4. Bonding matters.

(2) The County Board, its committees, boards, commissions and agencies shall comply with the Open Meeting Law in accordance with subchapter IV Open Meetings of Government Bodies 19.81-19.85 of the Wisconsin Statutes and subsequent amendments thereto and in accordance with subsequent interpretations by the Attorney General of Wisconsin.

(3) The Chairman shall call the session of the County Board to order at the usual time or at the hour to which the Board stands adjourned. The business in order shall be:

1. Call to order.
2. Invocation.
3. Pledge of Allegiance to the flag.
4. Roll call.
5. Adoption of agenda.
6. Adoption of the minutes of the previous meeting.
7. Announcements by Supervisors.
8. Presentation of petitions, communications, etc. for consideration.
9. Appointments by County Board Chair and County Executive
10. Reports of the Board Chair and County Executive.
11. Committee Reports.
12. Other reports.
13. Presentation and consideration of Resolutions and Ordinances from the County Board standing committees in alphabetical order.
14. Such other matters as are authorized by law.
15. Presentation of bills over ~~\$10,000.00~~ \$5,000.
16. Roll Call.
17. Closed session when necessary upon advice of Corporation Counsel.

18. Adjournment.

(4) (a) The County Board agenda will be prepared by the County Board staff under the direction of the Board Chair.

(b) All agenda items to be considered at a meeting of the County Board, its standing committees and all committees, boards and commissions of Brown County government shall be submitted to the County Board office by 4:00 p.m. on Tuesday of the week preceding the meeting for inclusion on the meeting agenda. The County Board staff shall draft, properly notice and mail all agendas and packets as prescribed by Chapters 19 and 59, Wisconsin Statutes, and these County Board rules. The mailing date will be Thursday.

(c) No agenda addition requests will be considered unless, due to time constraints, it cannot be held over to the next meeting for any of the following reasons:

1. Endangerment to the health or welfare of any person or group.
2. An additional expenditure of funds would be required if held over.
3. Cause an adverse working condition for an employee or department.
4. Litigation requiring consideration.
5. An emergency as determined by the County Board Chair.

(d) All agenda addition requests must be accompanied by an explanation of the appropriate category as specified above. Agenda items of every meeting of a governmental body shall be given at least 24 hours prior to the commencement of such meeting.

(e) 2/3 vote of the members present is required to add the request to the agenda prior to adoption of the agenda.

(f) All resolutions and ordinances are to be final drafted by the County Corporation Counsel's office and shall indicate whom the final drafter was at the bottom of each resolution and ordinance.

(g) All resolutions and ordinances are required to have a financial note from the Director of Administration, when applicable.

(5) (a) Minutes of each meeting of the County Board and meetings of all County committees, commissions, boards, etc., whether in regular session, special session or closed session, shall be taken, transcribed in writing and filed with the County Board staff by the secretary of the committee, commission or board or other person so designated within 3 working days of the meeting.

(b) Minutes of any closed session shall not be made available to the public until the reason for calling the closed session no longer exists as determined by the Chair of that closed session upon the advice of Corporation Counsel.

(c) Meetings shall be held at the call of the committee, commission or board chair, or at the call of a majority of its members.

(d) Committee, commission, or board meetings shall be held following the rules set up by that group providing they do not conflict with state law and these rules.

(e) Officers of the County Board standing committees shall be elected during the committee organization meeting and shall serve a term corresponding to the supervisor's

term unless otherwise provided in these rules. A majority of the members may determine if the election shall be by secret unsigned ballot.

(f) The County Board staff shall establish and maintain a roster of secretaries to take minutes of all standing committees, boards and commissions. Secretaries will include all motions, actions taken on motions, and discussion pertinent to the subject matter.

(6) No County Board meeting nor any meeting of County committees, boards or commissions, including standing committees, of Brown County government shall take place on any primary or general election date held in Brown County, unless an emergency is declared by the County Board Chair.

**2.14 PARLIAMENTARY PROCEDURES.** (1) Pursuant to Section 59.02(3), Wisconsin Statutes, a majority of Supervisors entitled to a seat shall constitute a quorum to transact business. All questions shall be determined by a majority of the Supervisors present unless otherwise provided.

(3) The County Clerk shall read only the headings of resolutions to be considered at County Board sessions, unless reading of any resolution is requested by a majority of Supervisors present.

(4) When the County Board meets in a declared emergency, the County Clerk will read the written Declaration of Emergency.

(5) In the absence of the Chair and Vice-Chair, the Board shall select one of its members to preside for the day.

(6) A member not present during any meeting of the Board, or any Board standing committee to which that member is appointed, shall be recorded as absent unless excused by the Chair or the Clerk prior to such meeting. A member wishing to be absent while the meeting is in session shall first obtain consent from the Chairman of that meeting.

(7) The Chair shall preserve order and shall vote on the call of ayes and nays, and the Chair shall decide questions of order subject to an appeal to the Board, except that the Chair shall not vote on appeals from the Chair's decision.

(8) No member of the Board shall have the privilege of addressing the County Board unless recognized by the Chair.

(9) When a motion is made and seconded, it shall be stated by the Chair previous to debate. If any member requires it, all motions (except to adjourn, postpone or refer) shall be reduced to writing, and if a question contains several points, any member may have it divided. A motion or resolution may be withdrawn at any time before amendment or decision.

(10) When a question is under debate, no motion shall be received, except the following motions:

- (a) Adjourn
- (b) Move the previous question
- (c) Table indefinitely or to a certain time
- (d) Refer
- (e) Amend

which shall have precedence in the above order. A motion to adjourn, move the previous question, or table indefinitely or to a certain time shall be decided without debate, provided that a member of the committee introducing the resolution shall be allowed to speak before a vote to table. This rule shall not authorize any member to move for adjournment when another member has the floor or when the Board is voting. A motion to refer or to amend may be debated.

(11) Whenever any member is to speak in debate or deliver any matter to the Board, that member shall address the Chair, confine the remarks made to the question under debate, and avoid personality. No member shall speak except in his/her place, nor more than twice on any question, and not to exceed ten minutes at a time, except on leave of the Board.

(12) A member called to order shall immediately cease speaking but may appeal the decision of the Chair to the Board.

(13) Any member desiring termination of the debate may move the previous question or call for the question. Unless otherwise specified in the motion, it shall apply only to the immediately preceding question, and if an amendment is under discussion, it shall apply only to the amendment and not to the main question. The member who made the main motion shall be allowed to speak prior to the Chairman's acceptance of the motion for the previous question or call for the question. A 2/3 vote of the members present shall be required for adoption.

(14) All questions shall be put in the order they were moved, except privileged questions.

(15) Whenever the request for a roll call is defeated by the majority of the County Board, the Clerk shall record the ayes and nays of all those supervisors who request to be recorded on the roll call.

(16) No member of the Board shall leave the room during roll call until the results are announced by the Chair.

(17) It shall be in order for any member voting on the prevailing side to move for a reconsideration of the vote on any question on the same day or to give written notice to the County Clerk by 4:00 p.m. of the day prior to the succeeding regularly scheduled County Board meeting of his/her intent to move for reconsideration at such next County Board meeting. If notice is not given in this manner, the matter shall not be subject to reconsideration. A motion for reconsideration shall not be accepted by the Chair unless it can be determined that the person making the motion had voted on the prevailing side. Any motion for reconsideration must be adopted by a majority of the members present.

(18) Any person not a member, desirous of addressing the Board on any subject, shall first obtain leave, such leave being requested by a member to the Board to have a suspension of rules. The Chair, without suspension of rules, shall be permitted to call upon the Department Head or his designee of any of the departments for remarks pertaining to their departments.

(19) All claims and accounts against the county shall be referred to the proper committee authorized by this Board to audit same. No committee shall report any claim or account unless it is made out in items and duly verified and filed with the Clerk. All current accounts against the county in excess of \$10,000 \$5,000 shall be approved by a majority of members present.

(20) All County Board final votes on resolutions and ordinances which are before the Board shall be displayed. This mandatory display does not include votes on amendments or on motions to refer, table, or the like, unless requested in the usual manner.

(21) These rules may be suspended by a vote of two-thirds of the members present.

(22) The County Board may make amendments to these rules at any meeting, when included on the County Board agenda, after the proposed amendments have been reviewed at a meeting of the Executive committee.

(23) The rules of Parliamentary Practice comprised in Robert's Rules of Order, revised, shall be the Rules of Order in all cases in which they are not inconsistent with these rules.

**2.15 PUBLICATION OF COUNTY BOARD PROCEEDINGS.** A true and accurate copy of all proceedings had at any regular or special County Board meeting shall be published once in a newspaper to be selected by the Board of Supervisors on a bi-annual basis, after receipt and review of bids from newspapers published in Brown County which meet the qualifications of publishing newspapers as set forth in Ch. 985, Wis. Stats., as amended from time to time; said publication to be completed within 60 days after the adjournment of each session.

**2.16 APPOINTMENT TERMS FOR COMMITTEES, COMMISSIONS AND BOARDS.**

All appointments to Committees; Commissions and Boards be appointed for a stated period of time. All appointments will be forwarded to the appropriate oversight committee with a complete resume of the appointee. If there is no oversight committee appropriate for the appointed position, appointments will go to the Executive Committee. The oversight committee will review the appointment and make a recommendation to the Brown County Board of Supervisors. The County Executive, {Wisconsin State Statutes 59.17(2)(c)} will make every effort to re-appoint or make a new appointment to fill expiring terms to Committees; Commissions and Boards in a timely manner. In the event no re-appointment or new appointment is confirmed by the Brown County Board of Supervisors prior to the end of the term of the appointment, the present confirmed member will serve until a re-appointment or new appointment is confirmed.

Section 2 - This ordinance shall become effective upon passage and publication.

Respectfully submitted,  
EXECUTIVE COMMITTEE

Approved by:

\_\_\_\_\_  
COUNTY EXECUTIVE (Date)

\_\_\_\_\_  
COUNTY CLERK (Date)

\_\_\_\_\_  
COUNTY BOARD CHAIR (Date)



Fiscal Impact: Not Applicable.

Final Draft Approved by Corporation Counsel

BOARD OF SUPERVISORS ROLL CALL # \_\_\_\_\_

Motion made by Supervisor \_\_\_\_\_

Seconded by Supervisor \_\_\_\_\_

SUPERVISOR NAMES	DIST. #	AYES	NAYS	ABSTAIN
TUMPACH	1			
DE WANE	2			
NICHOLSON	3			
THEISEN	4			
KRUEGER	5			
HAEFS	6			
ERICKSON	7			
BRUNETTE	8			
ZIMA	9			
EVANS	10			
VANDER LEEST	11			
BUCKLEY	12			
DANTINNE, JR	13			

SUPERVISOR NAMES	DIST. #	AYES	NAYS	ABSTAIN
LA VIOLETTE	14			
ANDREWS	15			
KASTER	16			
VAN VONDEREN	17			
SCHULLER	18			
FLECK	19			
CLANCY	20			
WETZEL.	21			
MOYNIHAN	22			
SCRAY	23			
CARPENTER	24			
LUND	25			
FEWELL	26			

Total Votes Cast \_\_\_\_\_

Motion: Adopted \_\_\_\_\_ Defeated \_\_\_\_\_ Tabled \_\_\_\_\_

July 21, 2010

TO THE HONORABLE CHAIRMAN AND MEMBERS  
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies & Gentlemen:

**RESOLUTION ON MANDATORY FURLOUGH OF UNREPRESENTED  
BROWN COUNTY EMPLOYEES**

**WHEREAS**, the Board of Supervisors ordered furloughs of employees to resolve a budget crisis for 2010 at its Annual Budget Meeting in November, 2009; and

**WHEREAS**, the furloughs have been negotiated with represented employees of Brown County; and

**WHEREAS**, the Board of Supervisors intends for the furloughs to have the same impact on represented and unrepresented employees.

**NOW, THEREFORE, BE IT RESOLVED,**

- 1) The following dates will be unpaid furloughs for all unrepresented full and part time, permanent employees of Brown County:
  - a) November 26, 2010 (8 hours)
  - b) December 24, 2010 (4 hours)
  - c) December 31, 2010 (4 hours)
- 2) Hourly employees may use an accrued benefit on these dates instead of accepting the unpaid furlough. Salaried employees **shall** use an accrued benefit on these dates.

Respectfully submitted,

EXECUTIVE COMMITTEE

Approved By:

\_\_\_\_\_  
COUNTY EXECUTIVE

Date Signed: \_\_\_\_\_

Final Draft Approved by Corporation Counsel

Fiscal Impact:

July 21, 2010

TO THE HONORABLE CHAIRMAN AND MEMBERS  
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies & Gentlemen:

**RESOLUTION REGARDING**  
**RECLASSIFICATION OF SECRETARY III**  
**COURT COMMISSIONER'S OFFICE**

WHEREAS, a request for reclassification of the Secretary III position in the Court Commissioner's office was submitted in May, 2010, and the basis for the reclassification relates to changes in duties that require knowledge of legal terminology and previous legal experience to better serve the needs of the department and the community; and

WHEREAS, the Human Resources department conducted a thorough study (study attached), of the changes in job duties and it was determined that the Secretary III is performing additional duties beyond the Secretary III position description; and

WHEREAS, this position is responsible for managing the Court Commissioner's calendar including scheduling court procedures and coordinating proper staffing for hearings such as a clerk, court reporter, court security and interpreter. This position serves as a liaison between the Commissioners, court staff, attorneys and the general public. This position must be familiar with statutes and all areas of law to ensure that cases are calendared appropriately and that inquiries from the general public, attorneys and litigants are appropriately responded to; and

WHEREAS, the Human Resources Department recommends the Secretary III position be reclassified to Judicial Assistant and that the position description be updated to reflect the position's responsibilities as they relate to managing the Court Commissioner's calendar, coordinating proper staffing for hearings, serving as a liaison between court staff, attorneys and the general public, as well as knowledge of legal terminology and previous legal experience; and

WHEREAS, it is further recommended that the position be maintained in Classification B1 of the Courthouse bargaining unit; and

NOW, THEREFORE, BE IT RESOLVED, by the Brown County Board of Supervisors, that the Secretary III position in the Court Commissioner's office be reclassified as a Judicial Assistant in the Court Commissioner's table of organization retroactive to the original date of the reclassification request May 7, 2010.

BE IT FURTHER RESOLVED that the funds to cover the costs resulting from the adoption of this resolution shall be made available from funds budgeted for this purpose.

**Fiscal Impact Salary and Fringe Benefits  
For the Period of 5/01/10 – 12/31/10**

<u>Position Title</u>	<u>FTE</u>	<u>Addition/ Deletion</u>	<u>Salary</u>	<u>Fringe</u>	<u>Total</u>
Secretary III	(1.0)	Deletion	(\$22,267)	(\$ 8,069)	(\$30,336)
Judicial Assistant	1.0	Addition	<u>\$28,182</u>	<u>\$10,213</u>	<u>\$38,395</u>
<b>Total Fiscal Impact</b>			<u><b>\$ 5,915</b></u>	<u><b>\$ 2,144</b></u>	<u><b>\$ 8,059</b></u>

Respectfully submitted,

PUBLIC SAFETY COMMITTEE  
EXECUTIVE COMMITTEE

Approved By:

\_\_\_\_\_  
COUNTY EXECUTIVE

Date Signed: \_\_\_\_\_

Final Draft Submitted by Human Resources and Approved by Corporation Counsel

## HUMAN RESOURCES DEPARTMENT

*Brown County*

305 E. WALNUT STREET  
P.O. BOX 23600  
GREEN BAY, WI 54305-3600



DEBBIE KLARKOWSKI, PHR

PHONE (920) 448-4065 FAX (920) 448-6277 WEB: [www.co.brown.wi.us](http://www.co.brown.wi.us)

HUMAN RESOURCES MANAGER

TO: Debbie Klarkowski  
Human Resources Manager

FROM: Paula Kazik  
Human Resources Senior Analyst

RE: Request for reclassification of Secretary III – Court Commissioner

DATE: June 22, 2010

### **I. Introduction:**

In May 2010, a request was submitted to Human Resources to review a Secretary III position in the Court Commissioner's Department for possible reclassification.

### **II. Research Completed:**

- A. Review of Position Description Questionnaire
- B. Discussion with Secretary III
- C. Review of documents prepared by Secretary III
- D. Information provided by Court Commissioner Phoebe Mix
- E. Discussion with Jean Eckers, Office Manager II, Circuit Courts
- E. Review of internal comparables

### **III. Findings from Research:**

The Court Commissioner's office currently has one (1) Secretary III position that is responsible for coordinating the Court Commissioner's hearings calendars and files to facilitate the operation of the office of the Court Commissioner's. The Secretary III types orders, decisions and notices, prepare reports, dispositions and memoranda agendas in addition to composing and typing correspondence and reports.

### **IV. Discussion**

In evaluating the reclassification request, the following three areas must be analyzed:

1. Are there significant job duty changes?
2. If so, do those significant job duty changes affect the knowledge, skills, and abilities necessary to perform the position?
3. If so, do the new requirements for knowledge, skills, and abilities warrant the position to be reclassified to another position?

The job duty changes that were outlined for the Secretary III include:

- Performs calendar management activities which includes scheduling of appointments, meetings, hearings and other events pertaining to Brown County Circuit Court Commissioner's Office.
- Coordinates proper staffing for hearings (e.g., clerk, court reporter, court security and interpreter).
- Composes orders, notices, correspondence and decisions; prepares reports, memoranda and other materials in compliance with Brown County Local Court Rules and State Statutes.
- Works closely with attorneys and relevant parties regarding the Court's calendar inclusive of appointments and cancellations. Schedules interpreters when needed.
- Maintains a weekly calendar, which includes checking to ensure accuracy.
- Organizes and maintains the Court Commissioner's files and records; works in coordination with Clerk of Courts to access files and pleadings.
- Receives telephone calls and visitors and answers various inquiries personally, providing information on departmental services and functions; provides assistance to self-represented litigants.
- Applies specialized knowledge of legal procedures, local Court process, and Sec. 767.Wis.Stats.

#### **V. Analysis of Job Changes**

- Performs calendar management activities which includes scheduling of appointments, meetings, hearings and other events pertaining to Brown County Circuit Court Commissioner's Office.
- Coordinates proper staffing for hearings (e.g., clerk, court reporter, court security, and interpreter).
- Works closely with attorneys and relevant parties regarding the Court's calendar inclusive of appointments and cancellations. Schedules interpreters when needed.
- Maintains a weekly calendar, which includes checking to ensure accuracy.

This position is responsible for managing the Court Commissioner's calendar. This includes scheduling of family and small claims court procedures as well as criminal and traffic intake; coordinating proper staffing for hearings such as clerk, court reporter, court security and interpreter. Because the Court Commissioners are frequently in court, the Commissioners require the position serves as a liaison between the Commissioners, court staff, attorneys and the general public and coordinate the day-to-day functions of the court.

Knowledge of legal terminology and previous legal experience is significant particularly in regard to this position's responsibility of scheduling. The current job description does not reflect this essential job duty. While scheduling alone would not be justification to upgrade this position to another pay grade, the Secretary III must be familiar with statutes and all areas of law to ensure that cases are calendared appropriately.

- Receives telephone calls and visitors and answers various inquiries personally, providing information on departmental services and functions; provides assistance to self-represented litigants.

This position is required to respond to inquiries appropriately from the general public, attorneys and litigants. These inquiries could be in regard to the court schedule, location, procedures and resources available and pending decisions/cases. Providing information on departmental services and functions is a responsibility of the Secretary III classification; however it is the nature of the inquiries and the autonomy required that increases the knowledge required to perform this responsibility.

Because of the increase in self-represented litigants the job requires someone who is very familiar with the legal process and terminology. There is daily interaction by telephone, by mail and in person with the general public who seek assistance in the court system. The public is more aware of their rights but they are not necessarily aware of how to navigate the court system on their own. As a judicial office they are not able to give legal advice, nor can they engage in ex parte communication with litigants. This position requires someone who can understand the distinction between offering assistance and giving legal advice. The Secretary III position description does not require knowledge of the legal process or the ability to independently answer inquiries and complaints.

- Applies specialized knowledge of legal procedures, local Court process, and Sec. 767.Wis.Stats.

This position must be familiar with law and statutes and possess the capability to make decisions independently in regard to what can and cannot be communicated to the public. The Court Commissioner's entrust highly sensitive matters to this position and require good judgment. The responsibility significantly affects the knowledge, skills and abilities required for this position.

One of the factors considered in this analysis is the need for the knowledge of legal terminology and previous experience in the legal field. At the present time, the Secretary III position description does not require legal experience.

## **VI. Recommendation**

After reviewing all of these factors, analysis of the Secretary III position and comparing with other positions in the courthouse contract, a reclassification is recommended. The recommendation is to reclassify this position to a Judicial Assistant placed in classification B1 of Schedule A of the Courthouse Contract.

Per the Brown County Courthouse Agreement – Article 32. Job Analysis: Since the above mentioned duties have been within the position held by the employee since the date of the reclass request and per the contract, it is recommended that back pay be retroactive to the date the reclassification request was filed with the Human Resources Department.

## **VII. Fiscal Impact - attached**

2010 Fiscal Impact Calculation  
 For the Period 5/1/10 - 12/31/10  
 (Delete 1.0 FTE Secretary III, Add 1.0 FTE Judicial Assistant)

**Fiscal Impact for the period 5/1/10 to 12/31/10:**

	Judicial Assistant	Secretary III	Diff
2010 Salary (5/1/10 - 12/31/10)	\$ 28,182.00	\$ (22,266.67)	\$ 5,915.33
2010 Fringe Benefits (5/1/10 - 12/31/10)	\$ 13,110.27	\$ (10,358.45)	\$ 2,751.81
<b>Total Fiscal Impact: (estimate)</b>	<b>\$ 41,292.27</b>	<b>\$ (32,625.12)</b>	<b>\$ 8,667.15</b>